How do I review or modify a position description?

1. Login to NinerTalent with your NinerNet credentials.

2. Look for “User Group” in the top right corner of your screen and click the drop-down option to select “Initiator” as pictured below.

3. Click on the ellipsis in the top left corner of your screen and select “Position Management” as pictured below.

4. On the orange banner, click the “Position Descriptions” drop-down and select “EHRA Non-Faculty” as pictured below.

5. Click to select the position you want to review.
If... | Then...
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You want to make changes to the compensation, primary purpose of the position, or the duties and responsibilities | Click to select the “Modify Position Description” option in the top right corner of your screen.

Tip: Click [here](#) to access a Quick Reference Guide to Modify an EHRA Non-Faculty Position Description

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