How do I create a new EHRA staff position description?

There are six stages in the process of creating a new EHRA Staff Position Description as pictured below.

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.
Result: The position library will be shown in the search results.

5. Click the orange **Create New Position Description** button in the top right.

6. Enter the working title and verify that the **Work Unit** is correct.

7. Click **Start Position Request** and enter the basic details.

8. Route your action to the **Budget Office** for a position number to be assigned.

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