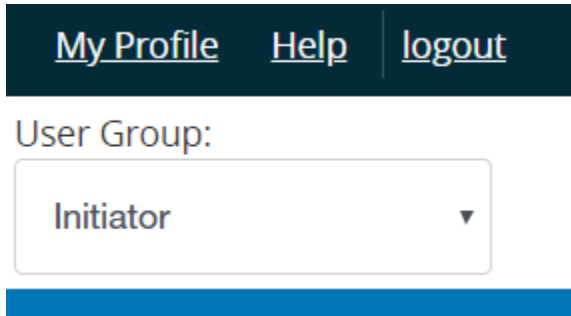
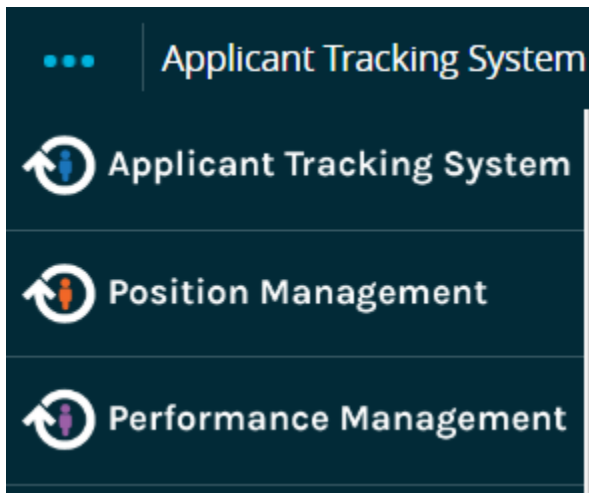


How do I review or modify a position description?

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.



Result: The banner at the top of your screen should be orange.

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 to select the position you want to review.

If...	Then...
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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