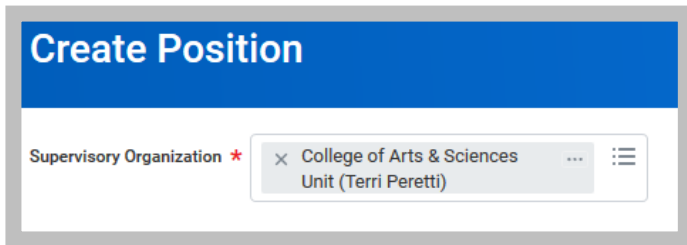


1. In the search box, type “Create Position” in the search box

Note: Refer to FAQs at the end of this document if off-campus

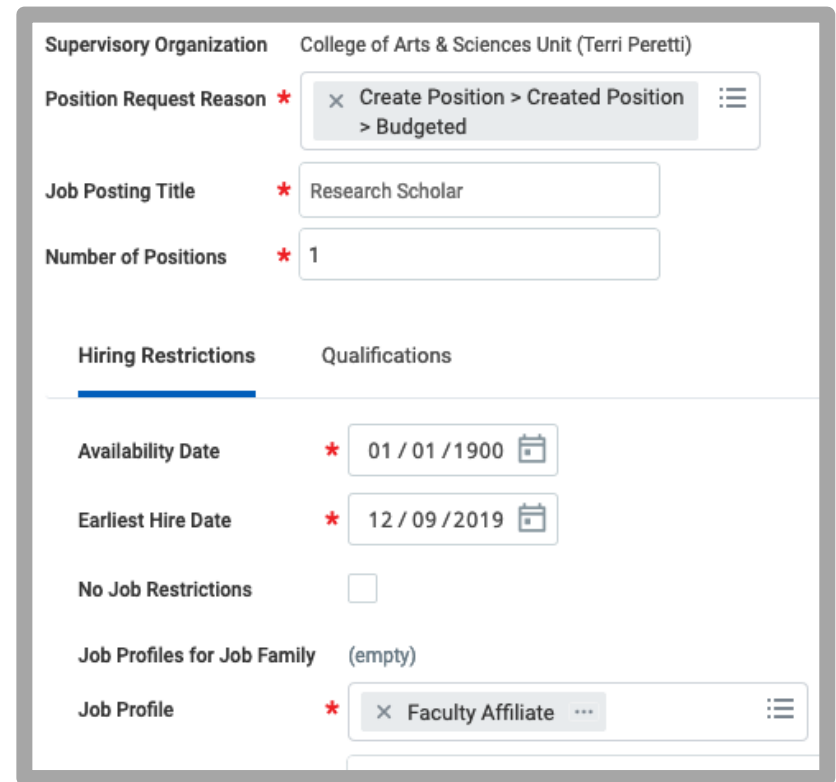


2. Supervisory Organization: type in the name of the dean.



3. On the **Create Position** page:

- Enter the Position Request Reason: Create Position → Created Position → Budgeted
- Enter the Job Posting Title: **Research Scholar** or **Military Science Instructor**
- Enter the Number of Positions: **(1+)**
- Enter the Availability Date: **01/01/1900 * always use this date**
- Enter the Earliest Hire Date: (start date of the person)
- Job Profile: By Job Family → Faculty → Faculty Affiliate → Faculty Affiliate



- 4. - Location: enter physical department location
- Enter Time Type: Part time
- Enter Worker Type: Contingent Worker
- Enter Worker Sub-Type: Worker Types → Visiting Faculty Affiliate

The screenshot shows a form with four rows, each representing a required field (indicated by a red asterisk). Each row contains a dropdown menu with a selected option, a close button (X), and a menu icon (three horizontal lines). The selected options are: Location: Daly Science 100; Time Type: Part time; Worker Type: Contingent Worker; Worker Sub-Type: Visiting Faculty Affiliate.

Location	*	× Daly Science 100 ...	☰
Time Type	*	× Part time	☰
Worker Type	*	× Contingent Worker	☰
Worker Sub-Type	*	× Visiting Faculty Affiliate	☰

- 5. Click **Submit**.

FAQs:

- If off-campus, it is necessary that you use VPN to access Recruitment information:
<https://www.scu.edu/technology/get-connected/networking/how-to-access-vpn/>
- If using a Sponsored Account, include the FULL distribution string, including the **Project ID** in the comments section.