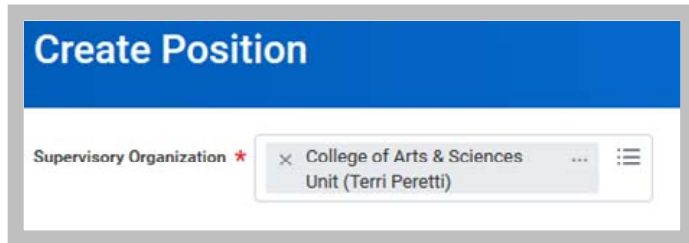1. In the search box, type "Create Position" in the search box

   *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: *(type selection)*

   - Enter the Number of Positions: (**1+**)

   - Enter the Availability Date: <mark>01/01/1900 * always use this date</mark>

   - Enter the Earliest Hire Date: (start date of the person)

   - Job Profile: By Job Family → Faculty → *(make selection)*
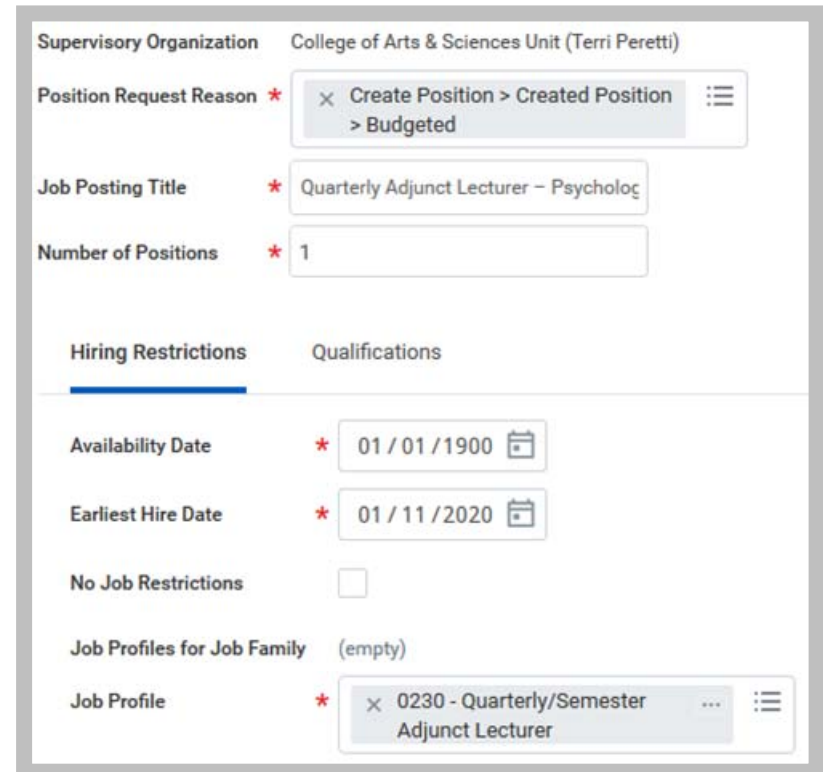
4. Location: enter physical department location

- Enter Time Type: *(make selection)*

- Enter Worker Type: Employee

- Enter Worker Sub-Type: Worker Types → *(make selection)*

Location	*	× Daly Science 200 ···	☰
Time Type	*	× Part time	☰
Worker Type	*	× Employee	☰
Worker Sub-Type	*	× Temporary	☰

5. Click **Submit**.

6. Up Next: Change Organization Assignments.
Click the **Open** button.

Up Next

Change Organization Assignments

Open

> **Details and Process**

Done

7. Change Organization Assignments:

- Enter Company: Santa Clara College (main campus) or JST
Note: Refer to FAQs at the end of this document if using Sponsored Project's account information
- Enter the Cost Center

- Enter the Program

- Enter the Fund

Organizations

Company

Company *
President and Board of Trustees of Santa Clara College

Cost Center

Cost Center *
PSYC Psychology Department

Costing

Program

IN

Fund

11001 Education & General Fund

Submit   Save for Later   Close

8. Click **Submit**.

9. Up Next: Assign Costing Allocation for Create Position

Click the **Open** button.
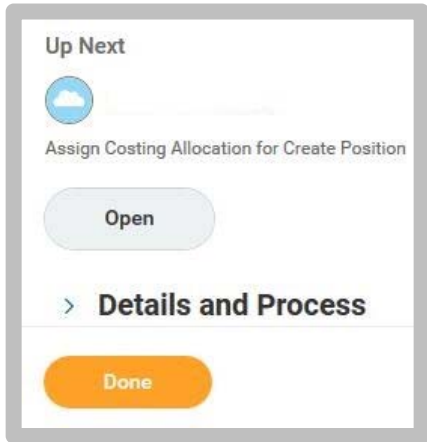
10. Click the **Add** button.

11. Review the Costing Allocation Attachments. Modify as necessary.

12. 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.