



Viewing and Printing a Position Description

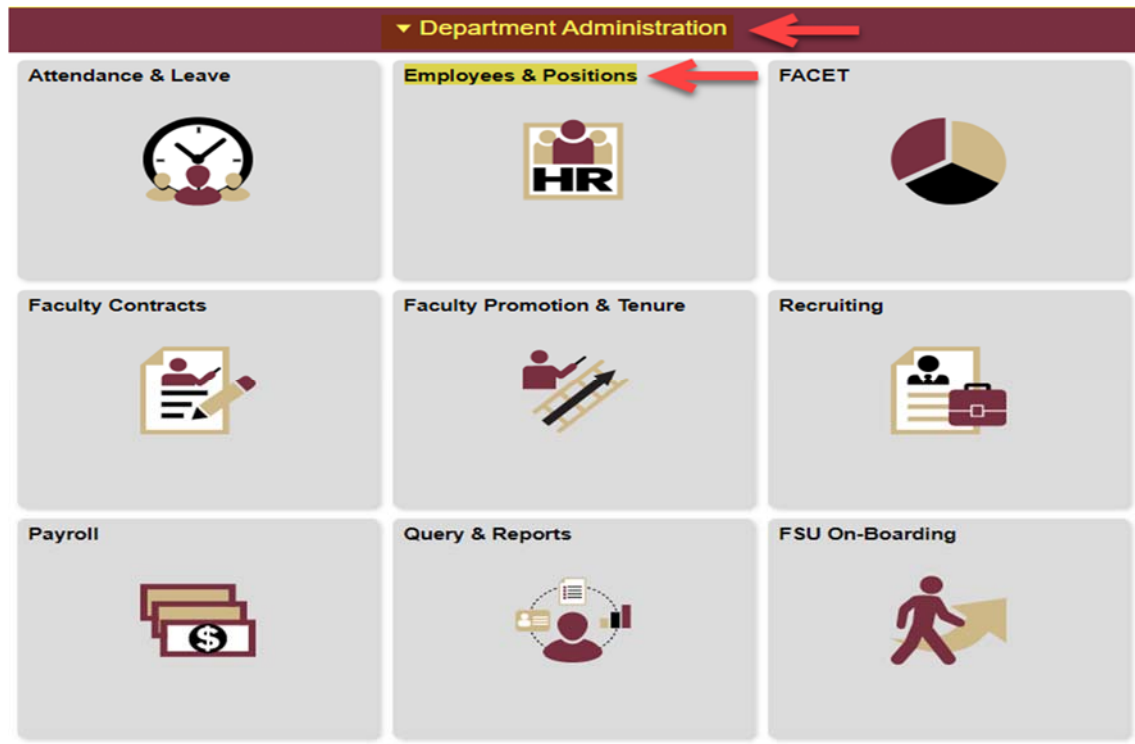
This tutorial outlines the basic steps to View and Print a Position Description.

NOTE: The actions in this guide are only to view and print a position description for a vacant/filled Faculty or Staff position (not to include OPS). An electronic Personnel Action Form Plus (ePAF+) must also be completed and approved prior to seeing any updates reflected on the Position Description.

Key Information:

Position Number

Step	Action
1.	Go to https://my.fsu.edu and sign into OMNI HR with your FSUID and password. Select Department Administration from the drop down menu, then click the Employees and Positions tile.





Step	Action
2.	Ensure you are on the Maintain Job Profiles screen.

Employees and Positions

- Enter ePAF+ Transactions
- View/Rework ePAF+
- Approve ePAF+
- Job Data
- Department Budget Table
- Maintain Job Profiles**
- Position Summary
- Position History
- FSU Mass Appointments
- Team Talent Profile

Maintain Job Profiles

Select a Profile

To view a Profile, enter your search criteria and select the "Search" push button.

Advanced Search Criteria

Type

Profile Name

Group Types

Group Type

Group ID

Profile Identities

Related to

Position

Add a Profile



Step	Action
3.	Enter the position number into the Position field and click search.
4.	Click on the highlighted Profile Name from results.

Employees and Positions

- Enter ePAF+ Transactions
- View/Rework ePAF+
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- Job Data
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- Position Summary
- Position History
- FSU Mass Appointments
- Team Talent Profile

Maintain Job Profiles
Select a Profile

To view a Profile, enter your search criteria and select the "Search" push button.

Advanced Search Criteria

Type Position Profile

Profile Name

Group Types

Group Type

Group ID

Profile Identities

Related to Position Data

Position

Search
Clear
Basic Search

Select from the profiles listed below:

Profile Search Results

Profile Type	Profile Name	Position
Position Profile	Administrative Assistant	Position Data 00012345



Step	Action
5.	Click on the Summary Tab to view the position’s focus statement, internal requirements, and any pay additive eligibilities.

Employees and Positions

Non-Person Profile

Description Administrative Assistant
Status Active

04/19/2021

Summary Responsibilities Competencies Qualifications

Add new profile items in the grid below. Edit profile items by clicking on the item name.

Position Focus Statement

Statement	Effective Date	Description
Position Focus Statement	10/23/2018	General responsibilities include administrative support for Executive Vice President's office and Foundation, the processing of p-card expense reports, departmental disbursements, record keeping, supply order and supply inventory for all of Foundation, greeting visitors, and handling incoming calls. The Administrative Assistant / Receptionist will work 40 hours per week (Monday – Friday from 8:00 a.m. - 5:00 p.m.). This individual will be expected to uphold and exemplify the operating practices and mission of the Foundation.

Add new profile items in the grid below. Edit profile items by clicking on the item name.

Internal Requirements

Internal Compliance Req	Effective Date
Confidential Information	07/29/2016

Add new profile items in the grid below. Edit profile items by clicking on the item name.

Pay Additive Eligibility

There are currently no Pay Additive Eligibility for this profile. Please add one if required.



Step	Action
6.	Click on the Responsibilities Tab to view the position’s responsibilities. Make sure to click the View All Button if the position has more than 5 responsibilities to view them all at once.

Employees and Positions

Non-Person Profile

Description Administrative Assistant
Status Active

04/19/2021 [Print](#) [Comments](#)

[Summary](#)
[Responsibilities](#)
[Competencies](#)
[Qualifications](#)

View responsibilities information below. Click the link to view item details.

Responsibilities

1-3 of 3 [View All](#)

Responsibility	Effective Date	Effective Status	% Time Allocation	Essential Function	Description
Position Responsibility	10/23/2018	Active	50		Front Lobby Management Manages the front lobby area and maintaining an orderly environment. Handles a multi-line incoming phone system, transferring calls as appropriate. Receives and directs visitors. Follows established procedures in receiving and distributing checks. Follows established procedures in receiving cash deposits. Ensures adherence to visitor/vendor sign-in practices and security features. Assists with meetings and events as needed. Protects confidential information. Perform other related duties as required and assigned.
Position Responsibility	10/23/2018	Active	40		Administrative Support Provide administrative support to the Executive Vice President's office, prepares correspondence, departmental disbursement requests, reconciles purchasing card expenditures, monitors expenses and may assist with monthly budget reconciliation.
Position Responsibility	10/23/2018	Active	10		Shipping/Receiving/Supplies Prepares outgoing FedEx and UPS parcels for pick-up and receives / routes said deliveries and maintains daily log documenting said delivery and pick-up information. Provides administrative support, which may include preparation of correspondence, making copies and sending faxes, to all Foundation departments as needed. Orders office supplies and monitors inventory control, preparing said disbursement requests. Prepares mail using university postal service guidelines, facilitates daily mailings to on-campus personnel.

Step	Action
7.	Click on the Competencies Tab to view the position’s competencies. Make sure to click the View All Button if the position has more than 5 competencies to view them all at once.

Employees and Positions

Non-Person Profile

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04/19/2021 [Print](#) [Comments](#)

[Summary](#)
[Responsibilities](#)
[Competencies](#)
[Qualifications](#)

View Competency information below. Click the link to view item details.

Competencies

1-5 of 8 [View All](#)

Competency	Effective Date	Effective Status	Proficiency Lvl	Description
Effective Communication	08/24/2007	Active	1-Basic	Ability to communicate effectively verbally and in writing.
Working Relationships	08/24/2007	Active	1-Basic	Ability to establish and maintain effective working relationships.
Basic Math	08/24/2007	Active	1-Basic	Ability to perform basic mathematical calculations.
Laws, Rules & Regulations	08/24/2007	Active	1-Basic	Knowledge of and ability to interpret and apply related federal, state, and local laws, ordinances, rules and regulations.
University Policy	02/23/2017	Active	1-Basic	Knowledge of and the ability to interpret and apply related University policies, procedures, principles, and practices.



Step	Action
8.	Click on the Qualifications Tab to view the position’s education/experience, required degrees, licensures/certifications, tests or examinations (i.e., required background check), memberships, and any required language skills.

Employees and Positions

Non-Person Profile

Description Administrative Assistant
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Summary Responsibilities Competencies **Qualifications**

Add new profile items in the grid below. Edit profile items by clicking on the item name.

Education/Experience

Education/Experience	Effective Date	Education Level	Years of Experience	Experience Substitutable	Note
Education/Experience	08/24/2007	C-High School Diploma or Equiv	2	<input type="checkbox"/>	

Enter degree information below:

Degrees

There are currently no Degrees for this profile. Please add one if required.

Enter licenses and certifications information below:

Licenses and Certifications

There are currently no Licenses and Certifications for this profile. Please add one if required.

Enter test / examination information below:

Tests or Examinations

Test/Examination	Effective Date	Effective Status
Background Check, SD (Standard)	08/01/2015	Active

Enter memberships information below:

Memberships

There are currently no Memberships for this profile. Please add one if required.

Enter languages information below:

Language Skills

There are currently no Language Skills for this profile. Please add one if required.

Step	Action
9.	Click on the Print button to generate a savable/printable pdf version of the entire position description.

Employees and Positions

Non-Person Profile

Description Administrative Assistant
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04/19/2021

Summary Responsibilities Competencies **Qualifications**



Step	Action
10.	Click on the Printer in the upper right hand corner to print the pdf document.

Congratulations!
You have completed this topic.

Questions on this procedure? Contact your [assigned Compensation Analyst](#).