Accessing Job Descriptions in PeopleAdmin

1. After you have logged in to PeopleAdmin, ensure you are in the **Positions** module, on the top left corner of the screen. If it does not say **Positions**, click on the three dots to change modules.

2. Then, make sure your access is set to **Employee** in the user group dropdown on the right side of the screen.
3. From the tabs at the top of the homepage, select **Position Descriptions** then **Staff/Professional** or **Faculty** from the drop-down menu. These options will take you into the job description bank for each position type.

4. You may search for the job description using the employee last name, position title, or position control number (PCN), then click **Search**. When using a PCN do not include the 00 at the beginning of the job description or the suffix. Once you have located the position description you are looking for, click on the **Position Title**.
5. Within the position description, you may make a copy of the summary page that opens, or you can click into “Print Preview” on the top right corner of the position description.