



Update Job Posting

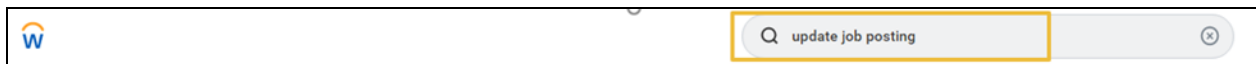
Overview

This job aid outlines the process of updating an end date on a job posting, internally or externally posted. Before you begin this process the job will need to be posted. See the Post Job job aid for additional information on that process.

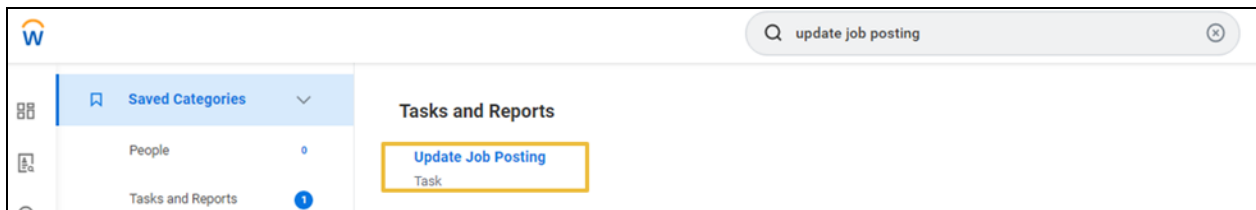
Update Job Posting

Security Role(s): Management Chain, Manager, Primary Recruiter, Recruiter, Recruiting Administrator, Recruiting Coordinator, Top Level Manager's Approver

1. Enter **Update Job Posting** in the Workday Search, and select **Enter**.

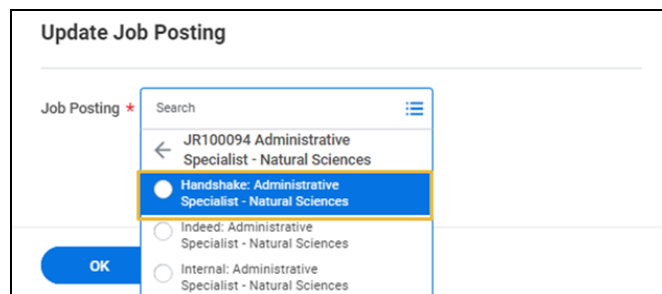


2. Select the **Update Job Posting** task.



3. Enter the **Job Posting** you want to update. Select **OK**.

Note: Your options will include all posting locations for the job. If you want to close all Job Postings, you'll need to select each posting. In this example, we are selecting only the Handshake posting.



4. You can now use the **End Date** field to update the End Date for this job posting. Select **Submit**.

Update Job Posting

Job Requisition: JR100094 Administrative Specialist - Natural Sciences (Open)

Site: Handshake

Start Date: 01/03/2022

End Date: 01/21/2022

Description: Responsible for the daily maintenance and administrative support of the Natural Sciences division.

Complete purchase orders, personnel action forms, travel advances, and reimbursements. Order office supplies and call proper repair personnel when needed. Coordinate purchase of laboratory supplies with the Chemical Hygiene Officer. Arrange for and manage deliveries. - 25%

Copy course materials for faculty upon request. Occasionally proctor exams for faculty. - 5%

Monitor and track Natural Sciences and discipline budgets. Organize, track, and prepare paperwork for student employees (teaching and research assistants). Update budgets weekly, in Banner and internally. - 25%

Schedule rooms and manage room access in Gehl Mulva Science building. Occasionally assist with conferences and events in GMS. - 5%

Provide administrative support and perform data collection for Pre-Health advisor and Pre-Health Advisory Committee. - 10%

Schedule and organize meetings and itinerary for faculty candidates. - 5%

Update and post conference room schedule, sort mail daily; check the second and third floor copiers before leaving each day and first thing upon arriving each morning; update and organize the Natural Sciences Google Drive folder; ensure the second floor faculty lounge is locked upon leaving each day. Collect and post minutes of division meetings. - 25%

Perform additional duties as assigned and attend College required training. Regular attendance is required. Work in a manner that is aware of personal safety and the safety of others and observes safety, health and sanitation codes, regulations, or practices required by the College or governmental authority.

Supervision Exercised Over:

- None

Required Minimum Qualifications:

Education

- High School Diploma or equivalent.

Experience and Credentials

- Demonstrated experience working in and fostering a diverse campus environment or commitment to do so as an employee of St. Norbert College.

Submit **Cancel**

5. The process is now complete.