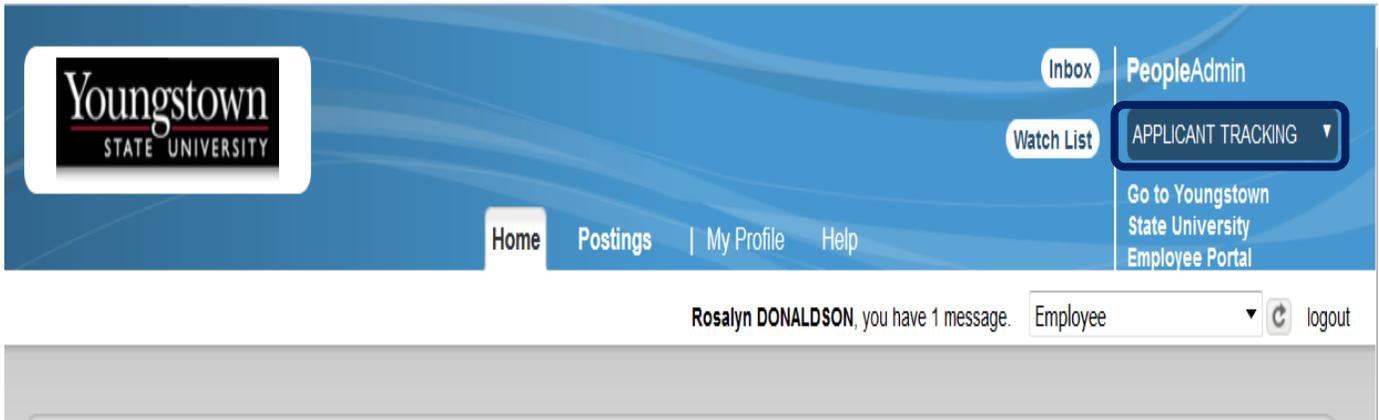
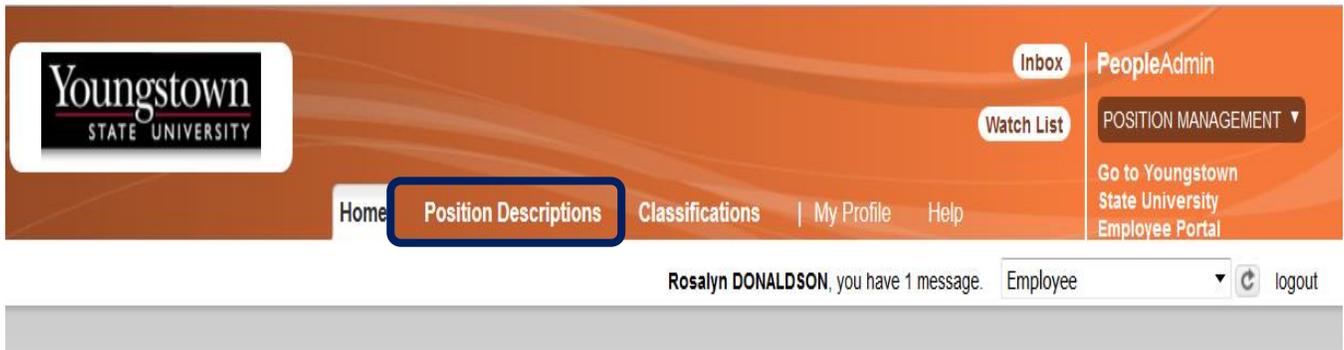


How to View and Print a Job Description

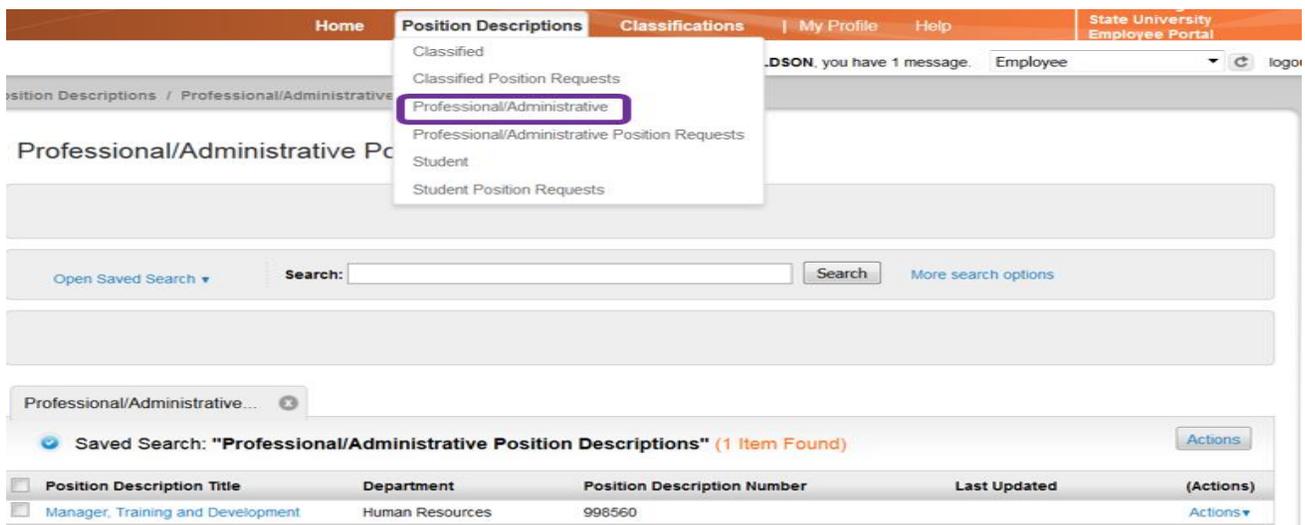
1. Visit the jobs.yzu.edu/hr website. Enter your YSU Credentials to access the People Admin System.
2. To view your job description, please select the **Position Management Module** option on the home page shown in the image below.



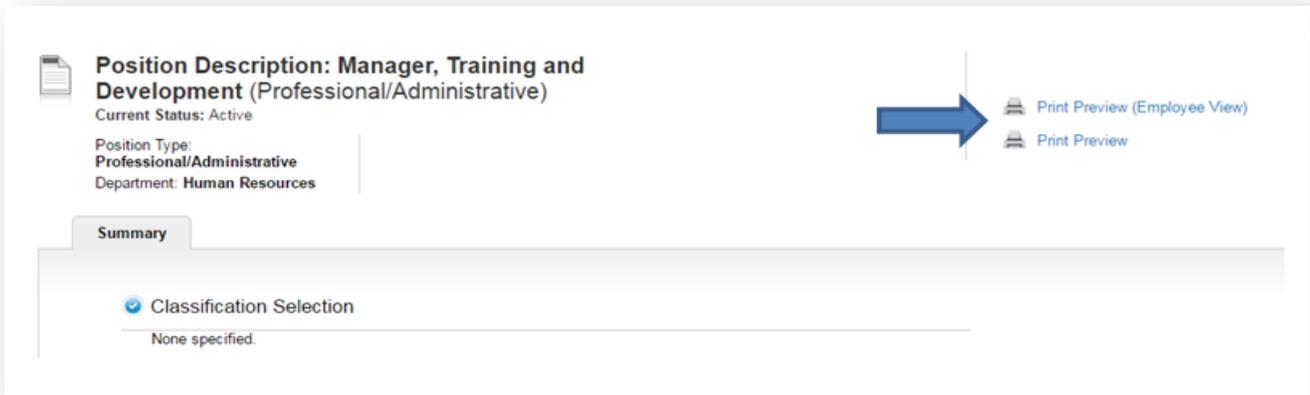
3. Click the **Position Description** tab to reveal the drop-down list of options.



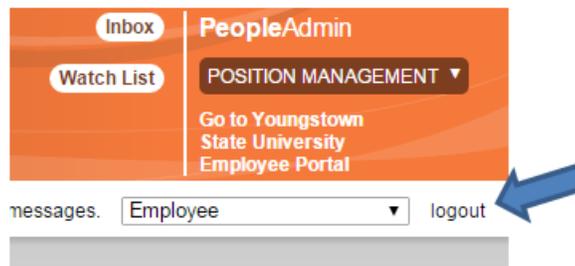
4. Click the employee type on the drop-down list. In this example, Professional Administrative is emphasized. The title of your position and others whom you supervise are a clickable link to view the position description. Supervisors should contact the Office of Human Resources to discuss corrections and/or updates if necessary.
5. Click the blue Position Title to view your job description.



- To print a job description, click the Print Preview button located in the upper right corner of the Position Description window. When the window opens, use the browser print commands to print the job description.



- Exit the system by clicking Logout.



**Questions regarding position descriptions should be directed to the Office of Human Resources.
330-941-1508, "Option 1" for Employment**