Reviewing the Posting for Graduate Assistant Positions

1. On your homepage, make sure you are in the correct group for your part in the work flow, you can select the group by using the drop down menu next to "Current Group."

2. Hover your mouse over the "Postings" tab and then select the Graduate Assistant.

3. Select the posting you wish to work by clicking on the Position Title.

4. Review the posting and if you wish to make any changes to the posting, click on the "Edit" button. If the posting is missing information you will see an orange exclamation point, you will click the "Edit" button to correct any missing information.

5. Once the missing information has been entered or you've corrected any errors, you will click on the "Take Action On Posting" and "Approve" the posting for the next step in the work flow. Or "Return" so the posting can be corrected by the previous office in the work flow. The posting can also be "Cancelled," if it is no longer going to be filled.