

Purpose: To request a job posting (“Post & Fill”) from an approved position description to the nscareers.nova.edu website so that jobseekers may apply.

Step Description

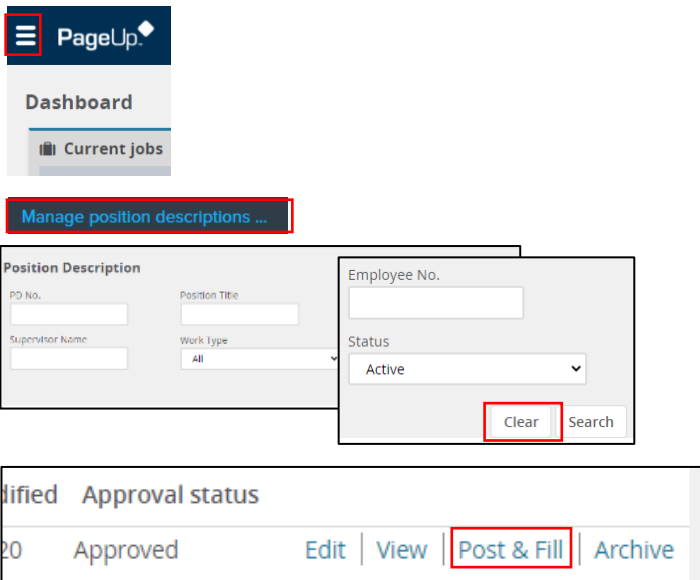
From the NSU Careers dashboard, access the main menu using the “hamburger” icon (3 lines in the upper lefthand corner of the page).

From main menu item **Manage position descriptions**.

Search for affected job using any of the search fields. *Tip: Use the Clear button to empty fields from previous searches before starting a new search.*

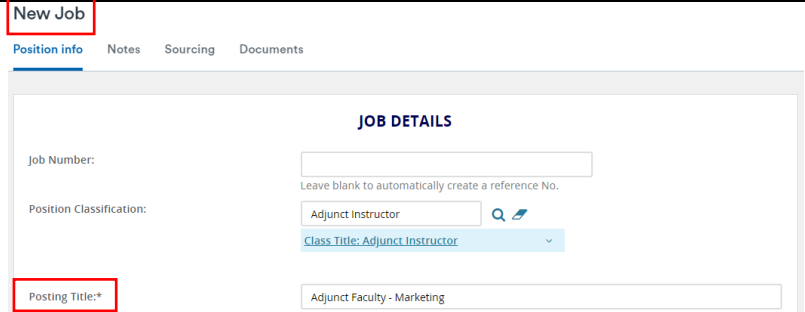
When the position is shown, to the far right of the page click on **Post & Fill**.

Page

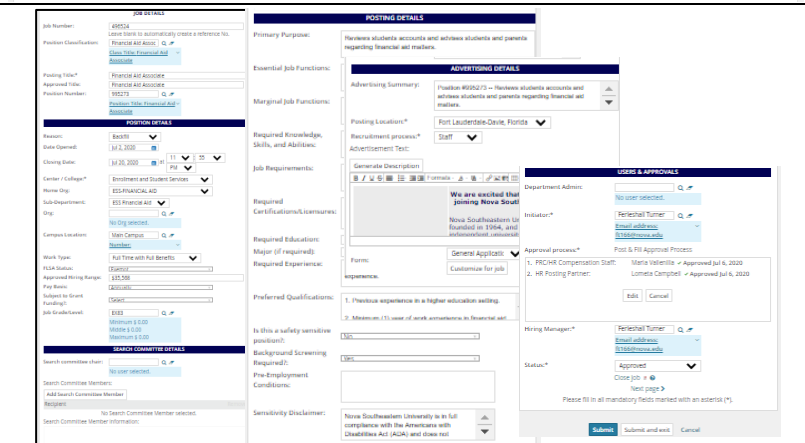


The **New Job** page displays in which the user enters details about the job.

Note: Required fields are indicated by an asterisk ().*



Some information will default from the position description; scroll down to complete necessary fields in the specific sections.



JOB DETAILS

Posting title:* Title that will display on the public job posting

POSITION DETAILS

- Reason:** Select Backfill
- Date Opened:** Desired date to post job
- Closing Date:** Date to remove posting; leave blank to post until filled.
- Campus Location:** The location at which the position is based
- Work type:** Select benefit eligibility option
- FLSA Status:** *Exempt* or *Non-exempt*
- Pay Basis:** Annually or Hourly
- Subject to Grant Funding?:** *No* or *Yes*

SEARCH COMMITTEE DETAILS

If known, enter the Chair name and/or committee members. Use the magnifying glass icon to search, the eraser icon to clear the field. Use the **Add Search Committee Member** button to add committee members.

POSTING DETAILS

Fields will default from position description. Changes to these fields will prompt a review by compensation.

ADVERTISING DETAILS

- Advertising Summary:** Enter *Position #99NNNN*—(to make the position number searchable on the NSU Careers page) and a brief summary of the type of position to interest jobseekers
- Posting Location:*** Select campus location that should correspond to the Campus Location in Job Details above

The screenshot displays the 'JOB DETAILS' form in the NSU Careers system. The form is organized into several sections, each with a blue header bar:

- JOB DETAILS:** Contains fields for Job Number, Position Classification (Clinical Research Coord I), Posting Title* (Scheduler), Approved Title (Clinical Research Coordinator I (Scheduler)), and Position Number (992036).
- POSITION DETAILS:** Contains fields for Reason (Backfill), Date Opened (Aug 25, 2020), Closing Date, Center / College* (K. Patel College of Osteopathic Med), and Home Org (Neuro-immune Institute-Davie).
- Work Type:** Set to Full Time with Full Benefits.
- FLSA Status:** Set to Non-Exempt.
- Approved Hiring Range:** Empty field.
- Pay Basis:** Set to Hourly.
- Subject to Grant Funding?:** Set to No.
- SEARCH COMMITTEE DETAILS:** Includes a search committee chair field, an 'Add Search Committee Member' button, and a search results window showing 'No users were found based on your search criteria'.
- POSTING DETAILS:** Includes a Primary Purpose field with the text 'Schedules research subjects for the multiple clinical trials at NSU.'
- ADVERTISING DETAILS:** Includes an Advertising Summary field with the text 'Position #995273 -- Reviews students accounts and advises students and parents regarding financial aid matters.', a Posting Location* dropdown set to 'Fort Lauderdale-Davie, Florida', and a Recruitment process* dropdown set to 'Staff'.
- Advertisement Text:** A rich text editor containing the text: 'We are excited that you are considering joining Nova Southeastern University! Nova Southeastern University (NSU) was founded in 1964, and is a not-for-profit, independent university with a reputation for academic excellence and innovation. Nova Southeastern University offers competitive salaries, a comprehensive benefits package including tuition waiver, retirement plan, excellent medical and dental plans and much more. NSU cares about the health, welfare and its students, faculty, staff, and campus visitors and is a tobacco-free university.'

Recruitment process:* Select Faculty or Staff

Click the **Generate Description** button to automatically create the posting draft

Form: Select *General Application* or the *General Application (Puerto Rico)* as relates to the position

USERS & APPROVALS

Department Admin: Enter the HR Contact name

Initiator:* Enter the Hiring Manager name

Approval process:* Select *Post & Fill Approval Process*

PRC/HR Compensation Staff: Enter the name of the HR Compensation Analyst assigned to the center.

Hiring Manager:* Enter the name of the hiring manager (same as Initiator above); enables the manager to see applicants to the position

Status:* Select *Approved*

Use the buttons at the bottom of the page to **Save a draft** or **Submit**.

Submit and exit returns user to the **Manage jobs** page.

Recruitment process:* Staff

Advertisement text:

Generate Description

We are excited that you are considering joining Nova Southeastern University!

Nova Southeastern University (NSU) was founded in 1964, and is a not-for-profit, independent university with a reputation for academic excellence and innovation. Nova Southeastern University offers competitive salaries, a comprehensive benefits package including tuition waiver, retirement plan, excellent medical and dental plans and much more. NSU cares about the health, welfare and its students, faculty, staff, and campus visitors and is a tobacco-free university.

About Us:

Form: General Application Form Preview Customize for job

USERS & APPROVALS

Department Admin: Joe Vines
Email address: vines@nova.edu

Initiator:* Renee Venezia
Email address: veneziar@nova.edu

Approval process:* Post & Fill Approval Process

1. PRC/HR Compensation Staff: Ivan Resende
iresende@nova.edu

2. HR Posting Partner: Lometa Campbell
lcampbell1@nova.edu

Hiring Manager:* Renee Venezia
Email address: veneziar@nova.edu

Status:* Approved

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Please fill in all mandatory fields marked with an asterisk (*).

Save a draft Submit Submit and exit Cancel