



# Banner® Human Resources Position Description

*Create, route, and approve documents*



“This is a one-stop shop. It’s amazing.”

“This exceeds my expectations.”

“I can see everything in one place.”

“Intuitive.”

USABILITY  
TESTING  
CUSTOMER  
REACTIONS

A position description, sometimes referred to as a job description, outlines the duties, responsibilities, reporting line, requirements, and expectations of a job. Historically this information has been stored in Excel spreadsheets, paper documents in binders, or even via third-party applications outside of Banner that require approvals for changes. These are cumbersome manual formats that bog down the job application processes.

Wouldn't you rather use your PC, tablet, or mobile phone to approve and/or access an electronic library, filter, and find exactly what you want in seconds? With the new Position Description application in Banner® Human Resources you can.

## Simplify manual processes

Imagine being in a meeting and pulling up an employee's position responsibilities to help support you defend a grievance or during union negotiations. Position Description provides instant access to critical information, making it easy for hiring managers and human resources personnel to:

- Create position descriptions
- Route documents for approval
- View all of the job descriptions in a library

## Improve consistency and efficiency

Position Description in Banner® Human Resources is built with mobile-first design to deliver a superior user experience. You can create templates for position descriptions using employee class, position class, or position number from any device. Its flexible design lets you define the duties, responsibilities, and skills, resulting in more consistent job descriptions. Approvers can approve a position anytime, anywhere to speed up your processes.

## Access the information you need, when you need it

With Position Description, you can define user roles for who can control institutional settings and who can create and update position description documents and submit for approval. Position Description makes it easy to create a library of position descriptions that is literally available at your fingertips. All approved documents are stored for easy access and you can choose to provide all users on your campus access to the library.

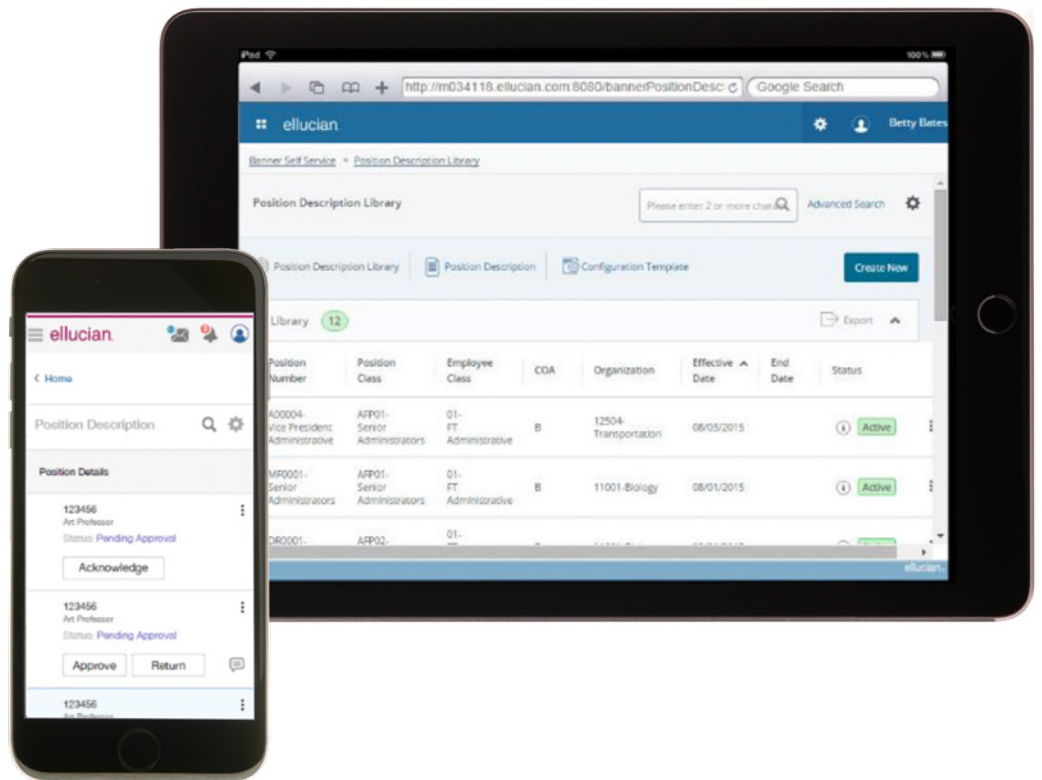
## Retrieve and process position descriptions easily

You can search any position description by entering position number, position class, employee class or organization using the codes or descriptions. Once the newest description is approved, the position description for the same position will be automatically updated to inactive status, so all the positions are current and consistent. Seamless integration with Banner® Document Management makes it easy to store and access any supporting documents for your position descriptions.

Get a clear, concise view of the job description, roles, and responsibilities—all from your mobile device.

## Experience Banner by Ellucian in action

Better functionality results in a better user experience. With the Ellucian Extensible Ecosystem strategy as the foundation for evolution, we design solutions for a global audience that can adapt to future changes as rapidly as your needs change. They are ready for the cloud, can scale up or down as your needs change, and are flexible enough to meet your specific requirements. Position Description powered by Ellucian is a flexible, intuitive solution that will help your hiring managers and human resources office personnel get their jobs done faster from any device.



ellucian

### ABOUT ELLUCIAN

Ellucian helps education institutions thrive in an open and dynamic world. We deliver a broad portfolio of technology solutions, developed in collaboration with a global education community, and provide strategic guidance to help education institutions of all kinds navigate change, achieve greater transparency, and drive efficiencies. More than 2,400 institutions in 40 countries around the world look to Ellucian for the ideas and insights that will move education forward, helping people everywhere discover their potential through learning.

To learn more, please visit [www.ellucian.com](http://www.ellucian.com).