UNCW EHRA Non-Faculty Position Management Workflow

Creating a New Position

1. **Assistant/Coordinator**
   - Creates New Position and enters information

2. **EHRA Human Resources**
   - Works with Assistant/Coordinator on Position Description

3. **Dept Budget/Dean's Office**
   - Reviews budget and Approves

4. **University Budget**
   - Reviews budget, assigns position number and Approves

5. **EHRA Human Resources**
   - Approves position to post

Editing an Existing Position

1. **Assistant/Coordinator**
   - Edits position description and enters posting information

2. **EHRA Human Resources**
   - Works with Assistant/Coordinator on Position Description

3. **Dept Budget/Dean's Office**
   - Reviews budget and Approves

4. **Division Approver**
   - Reviews budget and Approves

5. **EHRA Human Resources**
   - Approves position to post