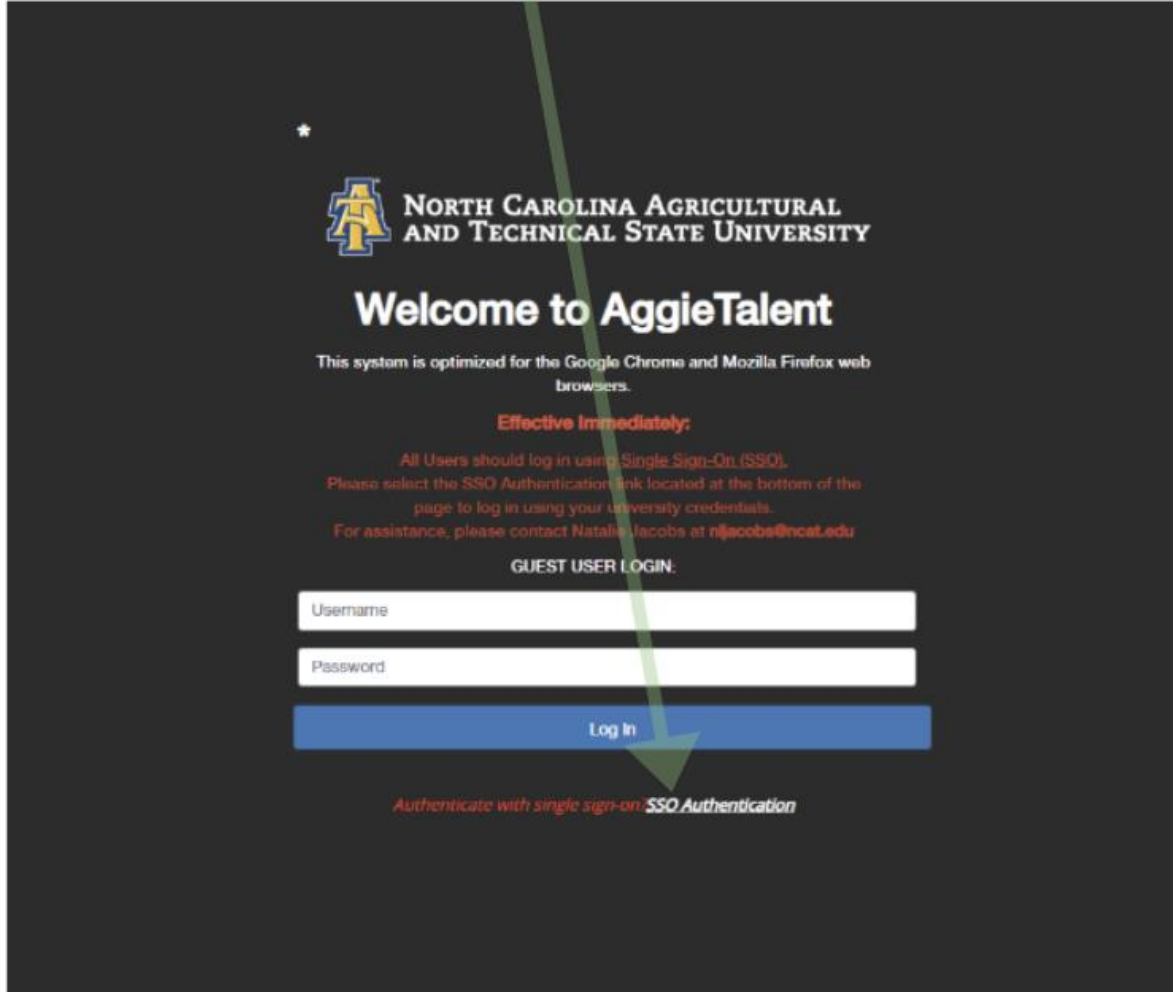



# How To View My Position Description in AggieTalent

1. Go to [AggieTalent](#) and then click **SSO Authentication** to log in.



★



NORTH CAROLINA AGRICULTURAL  
AND TECHNICAL STATE UNIVERSITY

## Welcome to AggieTalent

This system is optimized for the Google Chrome and Mozilla Firefox web browsers.

**Effective Immediately:**

All Users should log in using Single Sign-On (SSO).  
Please select the SSO Authentication link located at the bottom of the page to log in using your university credentials.  
For assistance, please contact Natalie Jacobs at [njacobs@ncat.edu](mailto:njacobs@ncat.edu)

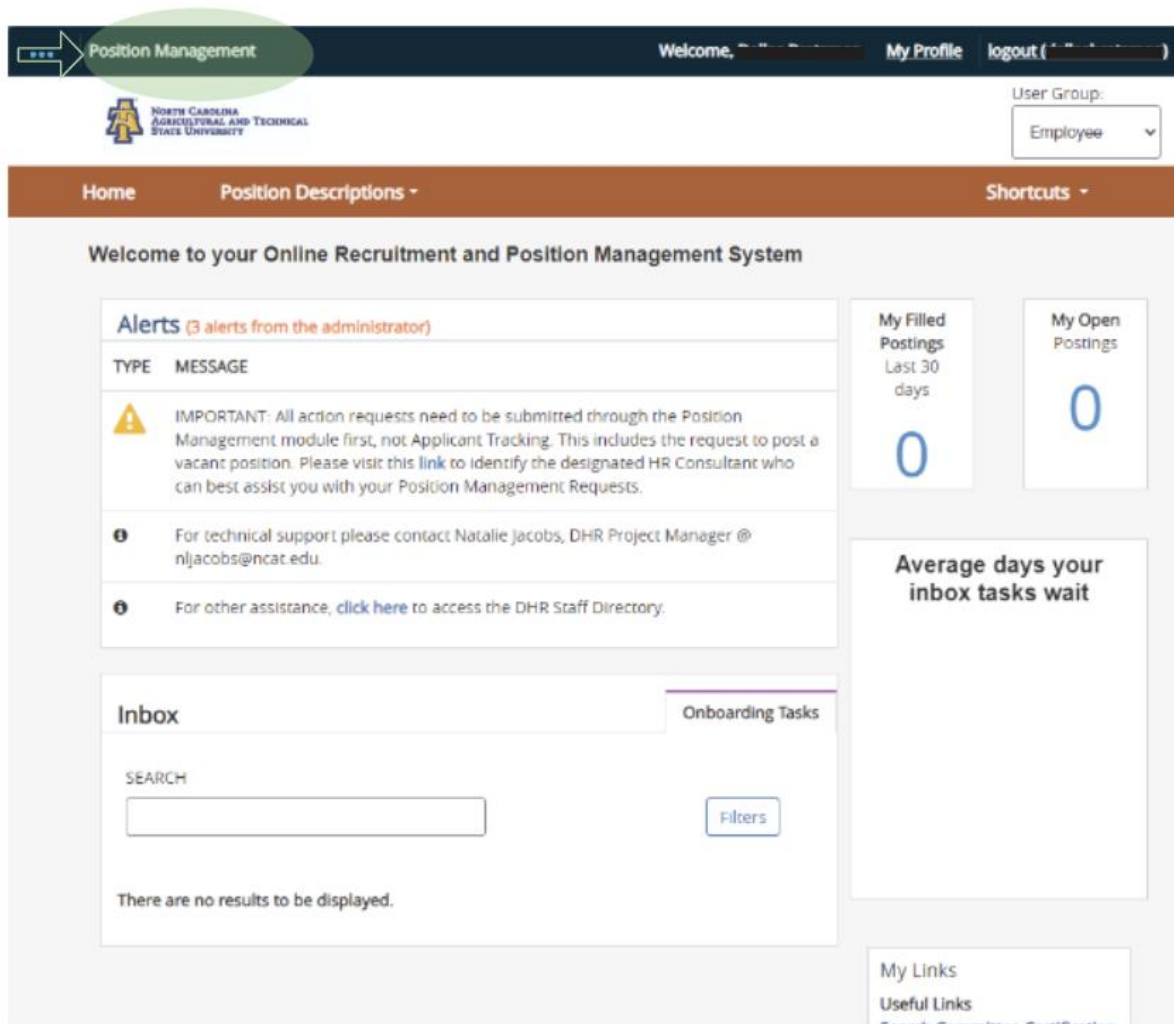
GUEST USER LOGIN.

Username

Password

*Authenticate with single sign-on SSO Authentication*

2. In the top-left corner, click the **three-dot menu** to select **Position Management**.



Position Management

Welcome, [User Name] My Profile logout ([User Name])




North Carolina Agricultural and Technical State University

User Group: Employee

Home Position Descriptions Shortcuts

Welcome to your Online Recruitment and Position Management System

**Alerts** (3 alerts from the administrator)

TYPE	MESSAGE
	IMPORTANT: All action requests need to be submitted through the Position Management module first, not Applicant Tracking. This includes the request to post a vacant position. Please visit this <a href="#">link</a> to identify the designated HR Consultant who can best assist you with your Position Management Requests.
	For technical support please contact Natalie Jacobs, DHR Project Manager @ <a href="mailto:njacobs@ncat.edu">njacobs@ncat.edu</a> .
	For other assistance, <a href="#">click here</a> to access the DHR Staff Directory.

**Inbox** Onboarding Tasks

SEARCH

Filters

There are no results to be displayed.

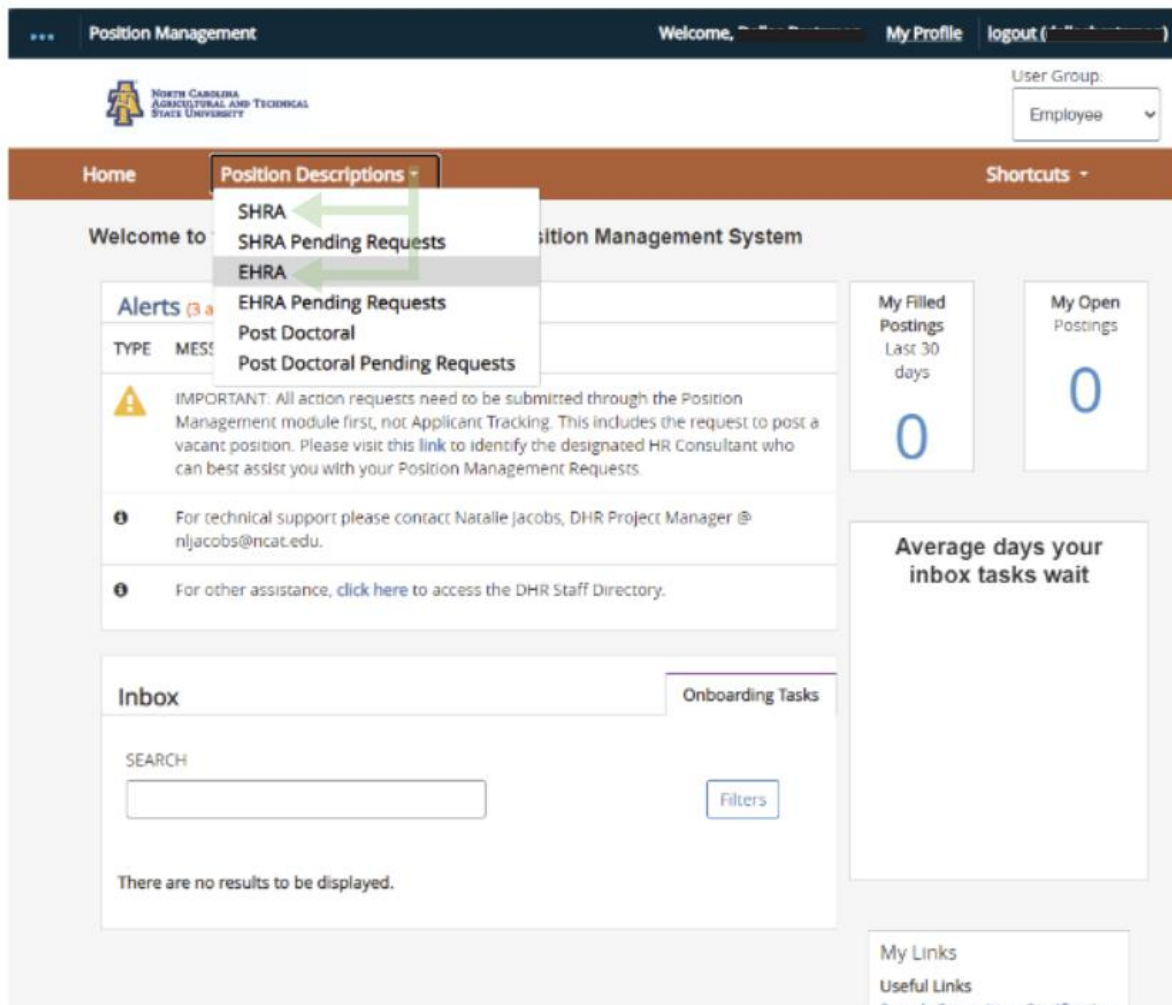
**My Filled Postings**  
Last 30 days  
0

**My Open Postings**  
0

**Average days your inbox tasks wait**

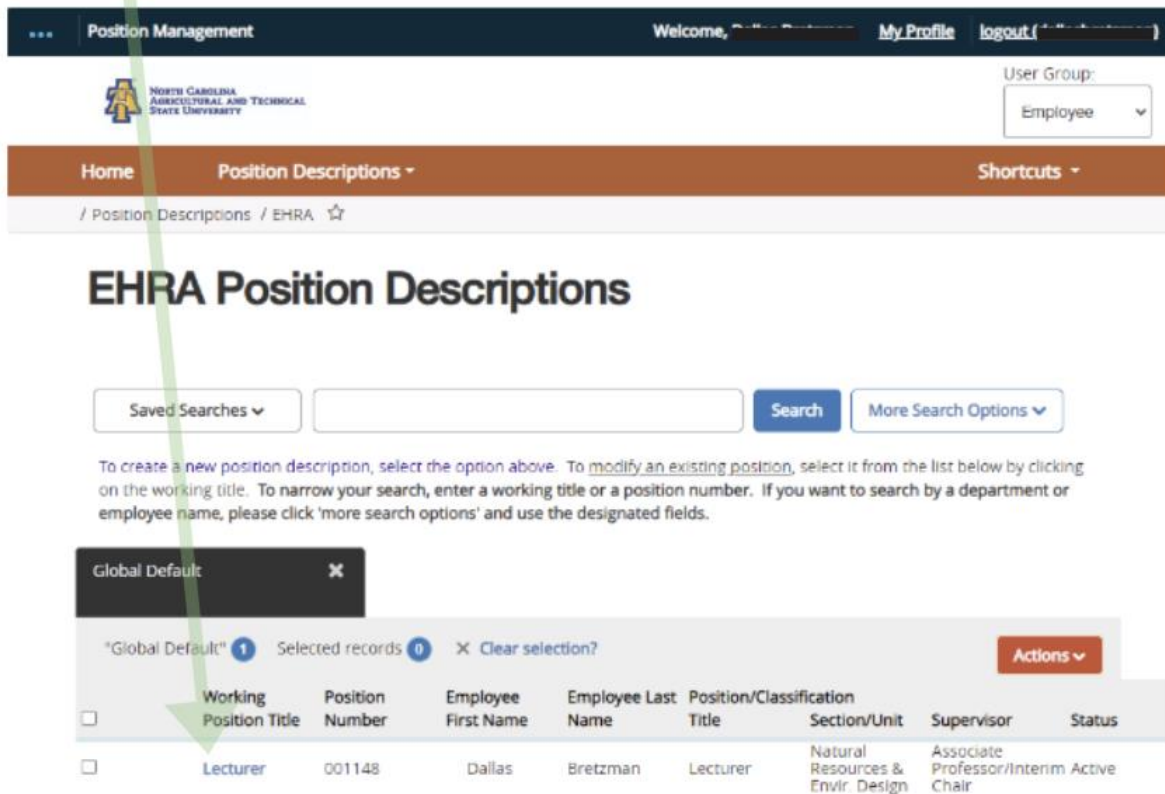
**My Links**  
Useful Links  
[Search Committee Certification](#)

3. Click **Position Descriptions** and then select your employee type — **SHRA** or **EHRA**.



The screenshot displays the 'Position Management' system interface. At the top, there is a navigation bar with 'Position Management', a user welcome message, 'My Profile', and a 'logout' button. Below this is a header with the university logo and a 'User Group' dropdown menu set to 'Employee'. The main content area features a navigation menu with 'Home' and 'Position Descriptions' (highlighted). A dropdown menu is open under 'Position Descriptions', listing: 'SHRA', 'SHRA Pending Requests', 'EHRA', 'EHRA Pending Requests', 'Post Doctoral', and 'Post Doctoral Pending Requests'. Green arrows point to 'SHRA' and 'EHRA'. To the right of the dropdown are two summary cards: 'My Filled Postings Last 30 days' (0) and 'My Open Postings' (0). Below these are informational messages and an 'Inbox' section with a search bar and 'Filters' button. A 'My Links' section is partially visible at the bottom right.

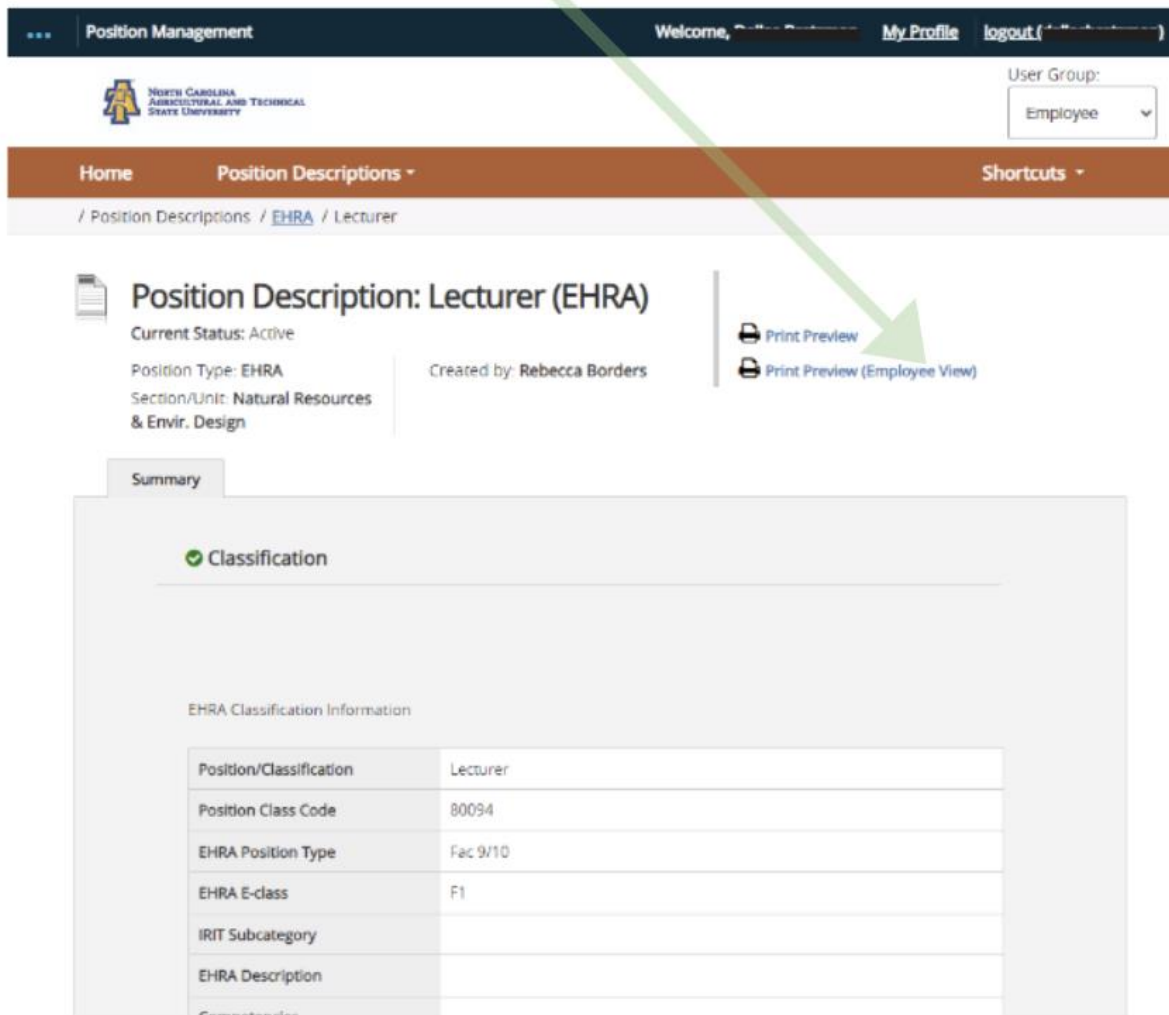
4. Click the [link](#) to the position description.



The screenshot shows the 'Position Management' interface. At the top, there is a navigation bar with 'Position Management', 'Welcome, Dallas Bretzman', 'My Profile', and 'Logout'. Below this is a header with the university logo and a 'User Group' dropdown menu set to 'Employee'. A breadcrumb trail shows 'Home > Position Descriptions > Shortcuts'. The main heading is 'EHRA Position Descriptions'. Below the heading is a search bar with a 'Saved Searches' dropdown, a search input field, a 'Search' button, and a 'More Search Options' dropdown. A text block explains how to create or modify position descriptions. Below this is a table with columns: Working Position Title, Position Number, Employee First Name, Employee Last Name, Position/Classification, Section/Unit, Supervisor, and Status. A table filter 'Global Default' is applied. The table contains one row for a 'Lecturer' position with position number 001148, employee Dallas Bretzman, and supervisor Associate Professor/Interim Active Chair. A green arrow points to the 'Lecturer' text in the 'Working Position Title' column.

Working Position Title	Position Number	Employee First Name	Employee Last Name	Position/Classification	Section/Unit	Supervisor	Status
<input type="checkbox"/> Lecturer	001148	Dallas	Bretzman	Lecturer	Natural Resources & Envir. Design	Associate Professor/Interim Active Chair	Active

5. Click **Print Preview (Employee View)** and then download/save from the browser menu.



The screenshot displays the 'Position Management' interface. At the top, there is a navigation bar with 'Position Management', 'Welcome, [User Name]', 'My Profile', and 'logout'. Below this is a breadcrumb trail: 'Home > Position Descriptions > Lecturer'. The main content area is titled 'Position Description: Lecturer (EHRA)'. It includes details such as 'Current Status: Active', 'Position Type: EHRA', 'Section/Unit: Natural Resources & Envir. Design', and 'Created by: Rebecca Borders'. On the right side, there are two buttons: 'Print Preview' and 'Print Preview (Employee View)'. A green arrow points from the instruction text to the 'Print Preview (Employee View)' button. Below the main content, there is a 'Summary' tab and a 'Classification' section with a table of 'EHRA Classification Information'.

EHRA Classification Information	
Position/Classification	Lecturer
Position Class Code	80094
EHRA Position Type	Fac 9/10
EHRA E-class	F1
IRIT Subcategory	
EHRA Description	
Comments	