

Instructions for Printing Position Description

Step 1: Open a browser and login to BUworks portal: <http://www.bu.edu/buworks>

Step 2: Click on Manager Self Service

Step 3: Click on Position Descriptions



Step 4: If you have a position id that you want to see the description for, enter the position id and click on Execute. The position description will display.

The screenshot shows a form titled "Complete position description". At the top of the form is a "Menu" dropdown and a search bar. Below the search bar are several buttons: "Save as Variant...", "Back", "Exit", "Cancel", "System", and "Execute". The "Execute" button is highlighted in yellow. Below the buttons is a "Selection" section. It contains two rows: "Position" and "Search Term". The "Position" row has a text input field containing the value "50009232" (highlighted in yellow) followed by the word "to" and another empty text input field. The "Search Term" row has a single empty text input field.

Step 5: If you do not know the position id and want to search by name, such as say Manager, type *MGR in the Search Term field and click on Execute. A hit list with possible matches will appear. You may choose the row you are interested in by double clicking on it.

Complete position description

Menu Save as Variant... Back Exit Cancel System Execute Get Variant... Program Documentation

Selection

Position

Search Term PMGR

Position (1)

Plan Version	Object Type	ObjectID	Object abbr.	Object name
01	S	50000166	FIN ADM	FINANCIAL ADMINISTRATOR
01	S	50000534	MGR PRODUCTI	MANAGER, PRODUCTION
01	S	50000596	MGR ANALYTIC	MANAGER, ANALYTICAL COF
01	S	50000764	MGR BUSINESS	MANAGER, BUSINESS
01	S	50001301	MGR COMP RES	MANAGER, COMPUTER RES
01	S	50001621	MGR DEPT	MANAGER, DEPARTMENT
01	S	50001747	DIR CASIT	DIRECTOR, CASIT
01	S	50002283	MGR LSEB FAC	MANAGER, LSEB FACILITIES

Step 6: You can now see details of the Org Unit, general description of the position, essential functions, current holder of the position, requirements profile for the position and a description of the job family.

Position Description

Menu Back Exit Cancel System Object description

Plan version : 01 Current plan Status vector: 12 Reporting period: 03/18/2016

Position S 50000534 MANAGER, PRODUCTION Status Active

Organizational integration Position S 50000534 MANAGER, PRODUCTION

Key	Object Description	Status
O 10000596	Playwright's Theatre	Active

Desc. Position S 50000534 MANAGER, PRODUCTION

Description

General Description/Blurb

The Production Manager oversees and supervises the theatre building itself and all aspects of the theatre's productions.S/he executes and designs (if necessary) needed elements in those productions and updates and maintains all house equipment and production-related spaces.S/he coordinates workstudy interns and stewards the scheduling of readings, rehearsals, and performances.

Full Long Name:

MANAGER, PRODUCTION

Essential Function 1:

Holder Position S 50000534 MANAGER, PRODUCTION

Key	Object Description	Staffing percentage	Status	Date
P 00001161	OLIVERE	100.00	Active	

Requirements profile for position Position S 50000534 MANAGER, PRODUCTION

Key	Object Description	Essential Req	Proficiency
Q 40000001	Analytical Skills	X	0002 Intermediate

Describing job		Position S 50000534 MANAGER, PRODUCTION
Key	Object Description	Status
C 20000358	Production Manager	Active

Step 7: To print the job description, click on CTRL+P and you should see the following window appear. Click on green arrow after specifying number of copies and number of pages.

Position Description

Menu
Back
Exit
Cancel
System
Object description

Plan version : 01
Current plan
Status vector: 12
Reporting period: 03/18/2016

Position S 50000534 MANAGER, PRODUCTION
Status Active

Organizational integration
Position S 50000534 MANAGER, PRODUCTION

Key	Object Description	Status
O 10000596	Playwright's Theatre	Active

Desc.

Description

General Description/Blurb

The Production Manager oversees and supervises itself and all aspects of the theatre's productions (if necessary) needed elements in it and maintains all house equipment and productions coordinates workstudy interns and stewards rehearsals, and performances.

Full Long Name:

MANAGER, PRODUCTION

Essential Function 1:

Print Screen List

Output Device: LOCL
Number of copies: 1

Number of pages
☒ Print all
☐ Print from page 0 To 0

Properties

Step 8: You can also download and save the position description by clicking on Menu → List → Download. Choose Clip Board from the options presented. You can then paste the description to a Word document or Excel document from the Clip board.

Position Description

Menu ▾

Back

Exit

Cancel

System ▾

Object description

Plan version : 01 Current plan

Status vector: 12

Reporting period:

Position

S 50000534 MANAGER, PRODUCTION

Organizational integration

Key	Object Description
O 10000596	Playwright's Theatre

Desc.

Description

General Description/Blurb

The Production Manager oversees and supervises himself and all aspects of the theatre's production designs (if necessary) needed elements in the and maintains all house equipment and production coordinates workstudy interns and stewards the scheduling of readings,

Save list in file...

In which format should the list
be saved ?

- ☐ unconverted
- ☐ Spreadsheet
- ☐ Rich text format
- ☐ HTML Format
- ☒ In the clipboard

