Office of Human Resources

PeopleAdmin 7
How to Print a Position Description

How to Login

1. Log in to PeopleAdmin at: https://jobs.hrc.pdx.edu/hr. Please note that you will be logged out of the system after 60 minutes of inactivity.

2. Click on the “SSO Authentication” link below the login box and use your ODIN username and password.

3. Confirm that you are in the “Positions” module (orange). If not, click to select that module from the menu at the top left corner of the screen. Select your user type as “Initiator” then select “Position Descriptions” and choose the appropriate job (do not select the ‘requests’ descriptions).

4. Find the position description you would like to view and then select it.
5. Choose “Print Preview (Employee View)”

6. Print the page using your web browser’s printing tool.