Office of Human Resources

PeopleAdmin 7
How to Print a Position Description

1. Log in to PeopleAdmin at: https://jobs.hrc.pdx.edu/hr
2. Please note that you will be logged out of the system after 60 minutes of activity.
3. Click on the “SSO Authentication” link below the login box and use your ODIN username and password.

4. Confirm that you are in the “Position Management” module (orange). If not, click to select that module from the drop down on the top right corner of the screen. Select your user type as “Initiator” then select “Position Descriptions” and choose the appropriate job type (do not select the “Requests” job type)
5. Find the position description you would like to view and then select it.

6. Choose “Print Preview (Employee View)”

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