

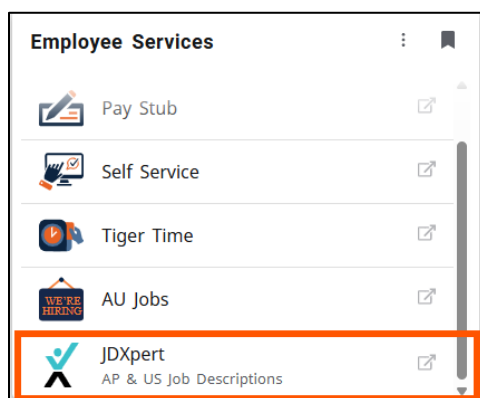


SUPERVISOR GUIDE

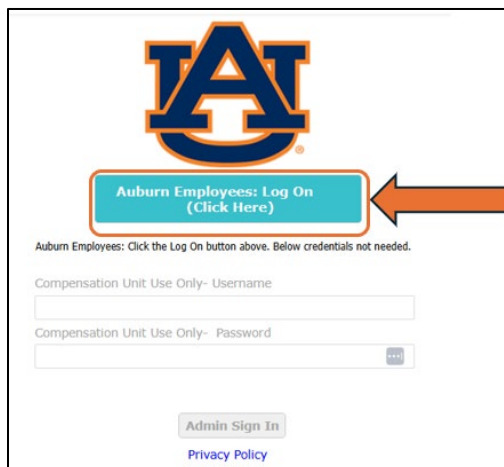
HOW TO VIEW YOUR EMPLOYEE'S JOB & POSITION DESCRIPTION IN JDXPERT

How to View Your Employee's Position Description:

1. Log into JDXpert
 - Log into AUAccess and locate the JDXpert logo in the Employee Services section.



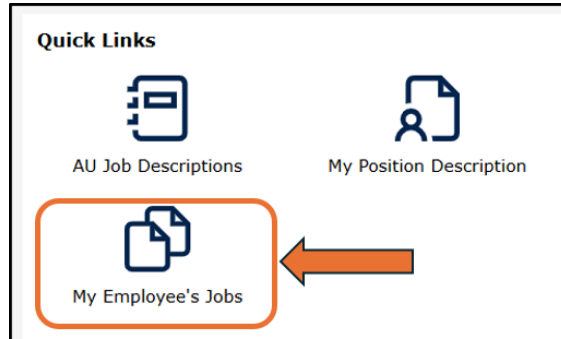
- Proceed by clicking on the blue "Auburn Employees: Log On (Click Here)" button, which will redirect you to Auburn's single sign-on (SSO) platform.



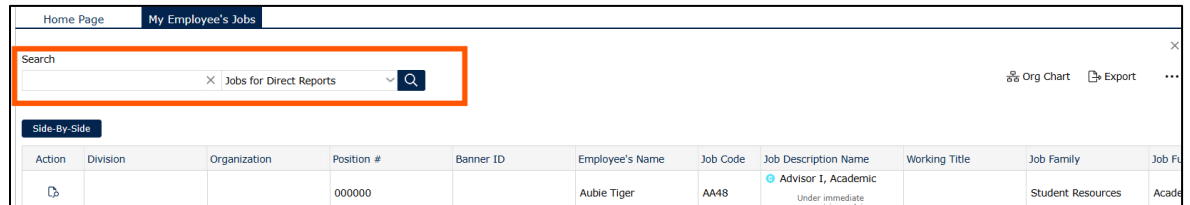
2. On your JDXpert home page, click the "My Employee's Jobs" icon.



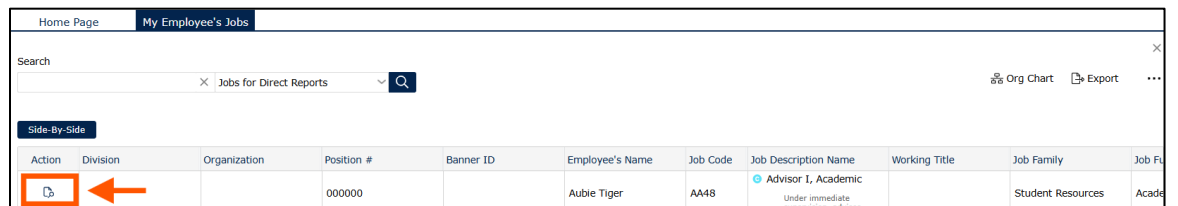
- The **“My Employee’s Jobs”** icon allows you to view and download the position descriptions of your direct and indirect reports and view your organizational chart.



3. Use the search bar if needed to find a specific employee.



4. Double-click the employee’s row or click the **“View”** button under the **“Actions”** column on the left.



5. The employee’s position description will appear. Verify that the Print Profile is set to “Position Description”.

- Position descriptions are typically more specific than job descriptions, as they outline responsibilities and expectations unique to a specific department or unit.



Preview Job 'Advisor I, Academic-000000'





Job Description:
Advisor I, Academic-000000

Print Profile:
Position Description

Preview Job Description

PDF Format HTML Format

Download/Share Job Description

JOB FAMILY AND FUNCTION

Job Family: Student Resources
Job Function: Academic

JOB SUMMARY

Under immediate supervision, advises students majoring in Agricultural Economics and Animal Science in regards to course selection, requirements for selected areas of concentration, and post-college plans to help meet their educational needs and realize student scholastic goals for the College of Agriculture.


RESPONSIBILITIES

- Advises students majoring in Agricultural Economics and Animal Science within the College of Agriculture, addressing their academic objectives, such as assisting an Agricultural Economics major with course selection to align with their career goals in agricultural finance.
- Acts as a liaison between students majoring in Agricultural Economics and Animal Science, faculty, and staff within the College of Agriculture, interpreting University policies and procedures, such as explaining the prerequisites for an advanced course in animal nutrition to an Animal Science major.
- Collaborates with colleagues to ensure timely dissemination of educational options and University policies specifically within the Agricultural Economics and Animal Science majors, for instance, coordinating with the College's career services to organize a workshop on internship opportunities tailored to these majors.
- Assists in coordinating student orientations and actively participates in workshops, orientations, and events aimed at providing accurate information to new students joining the Agricultural Economics and Animal Science majors, such as leading a session on

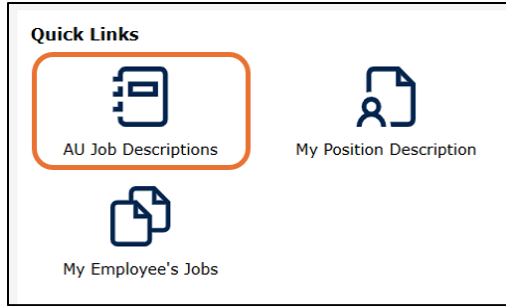
- If needed, you can download the position description as Word, PDF, or HTML.
- During the performance review process, you may copy and paste your employee's responsibilities from their position description into their performance review form.

How to View Your Employee's Job Description:

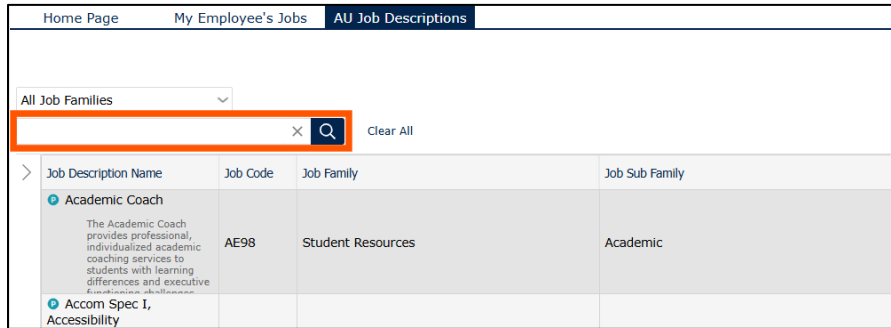
1. If you are unsure of your employee's job description title or job code, first check the "My Employee's Jobs" icon.
2. Locate the employee's name and find their "Job Code" or "Job Description Name" in the table.

Home Page		My Employee's Jobs					
Search							
<input type="text"/> × Jobs for Direct Reports ▼ 🔍							
Side-By-Side							
Action	Division	Organization	Position #	Banner ID	Employee's Name	Job Code	Job Description Name
			000000		Aubie Tiger	AA48	🔵 Advisor I, Academic <small>Under immediate supervision - advisor</small>

3. Return to the home page and select the "AU Job Description" icon.



4. Enter the job code or job description title in the search bar.



5. Double-click the job description to view it and download if needed.

