

Missouri University of Science and Technology

Academic Posting Manual

Updated 2.20.25

Frequently Asked Questions

Log in to hrprd.umsystem.edu. Open your navigation bar, click Navigator, select Recruiting and then Search Job Openings. Enter the job opening ID and change the status to blank by clicking on the drop-down box and clicking the blank space and then search. Click on the job title, highlighted in blue. You will automatically be directed to the Applicants screen. Click on the Details tab and then select Approvals. You will now be able to view the chain and see who it is pending with.

How do I find a job opening?

Log in to hrprd.umsystem.edu. Open your navigation bar by clicking on the diamond icon in the top right of your screen. Click the navigator icon, select Recruiting, and then Search Job Openings. Enter the job opening ID (this should be a five-digit number starting with 3) and then search. Click on the job title, highlighted in blue.

How can I check where a job offer is at in the approval chain?

Log in to hrprd.umsystem.edu. Open your navigation bar, click Navigator, select Recruiting and then Search Job Openings. Enter the job opening ID and change the status to blank by clicking on the drop-down box and clicking the blank space and then search. Click on the job title, highlighted in blue. You will automatically be directed to the Applicants screen. Find the applicant that an offer was created for, scroll to the right, click Other Actions, select Recruiting and then Prepare Job Offer. Click on the Approvals tab to view the approval chain and who it is pending with. If the offer has been approved by HR, you will need to click on comments to see the approval chain.

What should I do if an applicant reaches out with questions after we have already offered the position to someone else?

All communication should be directed to HR once interviews have concluded. For Academic communications please contact Felena Budnik. For any Staff related communications please contact hrrecruit@mst.edu.

Who should I contact for staff eRecruit questions?

Inquiries should be directed our recruit team. For Academic communications please contact Felena Budnik. For any Staff related communications please contact hrrecruit@mst.edu.

Prior to Creating a Job Opening

Department Identifies New or Vacant Position

- To request a new full-time Academic position number, visit [here](#)
- To request a new temporary or part-time position number, visit [here](#)
- Department obtains appropriate approvals and initiates opening in recruiting module.
- ALL Academic openings must have a completed and signed HFA which can be found [here](#)

Access to eRecruit

- User will need to have appropriate access in hrprd.umsystem.edu to login and create the opening.
- If a user does not have access yet, a PeopleSoft HR/Payroll Security Access Request/Change Form will need to be completed and emailed to hrs@mst.edu.
- The form can be found at [Peoplesoft Access Request](#)

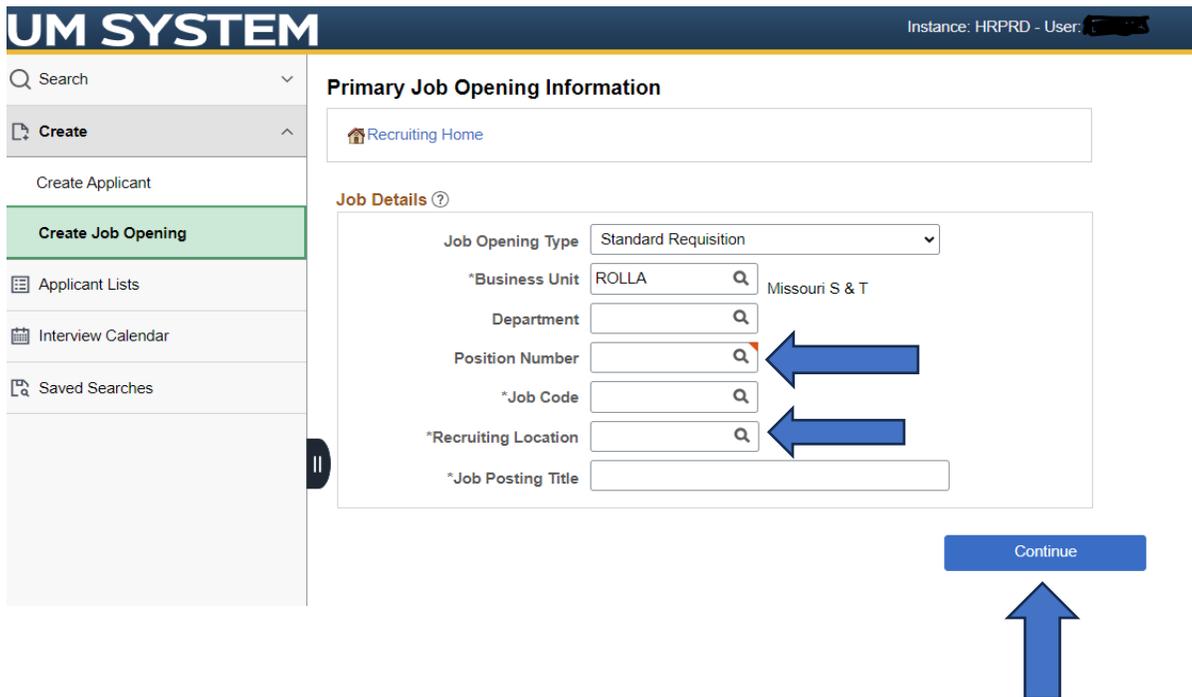
Note: The turnaround time for setting up security access is typically a week.

Creating a Job Opening

In hrprd.umsystem.edu select the navigator in the top right corner  then select Menu > Recruiting > Create Job Opening.

Primary Job Opening Information

- Enter position number and tab to next box, information should auto populate
- Enter 1011 (Rolla) into the Recruiting Location
- Click Continue



UM SYSTEM Instance: HRPRD - User: [REDACTED]

Search Create

Create Applicant

Create Job Opening

Applicant Lists

Interview Calendar

Saved Searches

Primary Job Opening Information

[Recruiting Home](#)

Job Details ?

Job Opening Type: Standard Requisition

*Business Unit: ROLLA Missouri S & T

Department

Position Number

*Job Code

*Recruiting Location

*Job Posting Title

Continue

Job Opening

Save and Submit

Save as Draft



Recruiting Home



Notification

Start Over

Job Opening ID NEW

Job Posting Title DIR I STUDENT SUPPORT SVCS

Job Code 4643 (DIR I STUDENT SUPPORT SVCS)

Position Number 00092541 (DIR I STUDENT SUPPORT SVCS)

Status 005 Draft

Business Unit ROLLA (Missouri S & T)

Department RVCSTAFF (VC - Student Affairs)

Primary Recruiting Location 1011 (Rolla)

Job Information

Hiring Team

Job Postings

Screening

Opening Information ?

*Template ID

ROLLA-Staff

Job Opening Type Standard Requisition

Created By

Budnik, Felena

Created

*Openings to Fill

Target Openings

Available Openings

Establishment ID

Complete the Job Information Tab

- All fields marked with an asterisk (*) are required fields and include the following:
- Openings to Fill – Select Limited Number of Openings then enter the number of openings for the JOID (Target Openings and Available Openings should match).
- Status Date
- Type of Position (New or Replacement) – if it's a replacement, please enter the replacement's EMPLid in the box marked "Employees Being Replaced"
- Job Posting Justification (see chart)

ACAD – Exception (Post Doc/Intern)	Academic Abridged hire - Post Doc/Intern/ Resident hires
ACAD – Internal Search	Academic - Internal Search Only
ACAD - Partner Accommodation	Academic Abridged hire – Partner hire of new faculty

ACAD – Promotion	Academic Abridged hire – Promotion to new title/rank
ACAD – Hire of New Faculty	Academic Abridged hire - Faculty hire tied to another faculty hire
ACAD – Emergency	Academic Abridged hire – Emergency hire
ACAD – Temporary	Academic Abridged hire – Temporary hire (non-renewable)
Direct Promotion	Promotion of an internal department employee
Exception/Waiver	Exception to the standard full search posting process
Internal Only	Posting for Internal applicants only

- Funding Source – 100% Grant, Gift or Ext Funded or Operational/Auxiliary Funded
- Location (where will their physical office be located)
- Click “Save as Draft” at the bottom of the page

Next, you will complete the “Hiring Team” tab

- Recruiters – Click Add Recruiter team and select “ROLLA Recruiting Team,” then select Felena Budnik as primary recruiter
- Hiring Managers – The admin for the department should be listed as the “Hiring Manager” in eRecruit
- Interviewers – Please list anyone who will be serving on the Search Committee
- Interested Parties – You will add your budget and fiscal person as well as anyone else that might need access to the position

Assignments ?

Recruiters ?

No Recruiters have been added to this Job Opening



Add Recruiter

Add Recruiter Team

Hiring Manager ?

No Hiring Managers have been added to this Job Opening

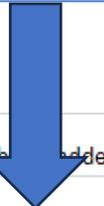


Add Hiring Manager

Add Hiring Manager Team

Interviewers ?

No Interviewers have been added to this Job Opening



Add Interviewer

Add Interviewer Team

Interested Parties ?

No Interested Parties have been added to this Job Opening



Add Interested Party

Add Interested Parties Team

After "Rolla Recruit Team" has been added, make sure to select Felena Budnik as the Primary Recruiter.

Next step is to complete the job posting.

Make sure to add department and position number to the posting title.

Job Posting

Box 1

Job Descriptions 1 of 1

*Description Type  **Select "Hiring Department"**

*Visibility  **Select "Internal and External"**

Business and Information Technology



**Enter
Department
Name**

Box 2

*Description Type  **Select "Job Description"**

*Visibility  **Select "Internal and External"**

Missouri University of Science and Technology (Missouri S& T, formerly University of Missouri-Rolla) Department of Business and Information Technology seeks to fill a non-tenure track Assistant Teaching Professor position in Management beginning in Fall 2024.

The normal teaching load is four (4) courses per semester in the areas of business, management, innovation, and/or technology management. The candidate is expected to provide high-quality instruction, participate in developing the Business program in the department, play a major role in the development of programs, advise students, and establish and maintain professional relationships.

Enter the job description and duties in this box

Box 3

*Description Type  **Select "Qualifications"**

*Visibility  **Select "Internal & External"**



Minimum Qualifications:
Master's degree in management or a closely related field.

Candidates will be evaluated on and preferred qualifications are:

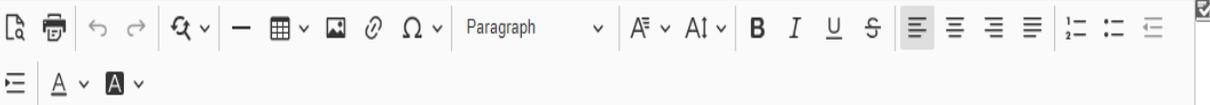
- PhD that meets the minimum qualifications and is from an AACSB accredited institution when the degree is from a business school.
- Background in technology and/or computing is preferred.
- Experience in teaching online or distance classes.
- Excellent communication and ability to work effectively with diverse groups.

Enter the Minimum and Preferred Qualifications in this box

Box 4

*Description Type  **Select "Application Materials"**

*Visibility  **Select "Internal and External"**



Interested candidates can find details of the application process at the web address <https://hr.mst.edu/careers/> reference position number 00090475 and must submit all applications through this site.

Applications should consist of:

- Cover letter outlining the applicant's philosophy and goals on teaching, service, collegiality, and collaboration.
- Current curriculum vitae that includes the applicant's record of teaching.
- Contact information for at least five references.

Handling of Application Materials

After initial review by the committee all uploaded materials may be shared with all faculty in the prospective home department. For affiliations and joint appointments materials may be shared with all faculty in all departments involved.

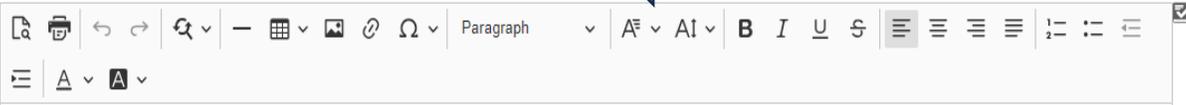
Enter instructions for application materials

Box 5

*Description Type  **Select "Application Deadline"**

*Visibility  **Select "Internal and External"**





Applications will be accepted until this position is filled.



Insert Application Deadline here, or enter "Open Until Filled."

Box 6

*Description Type  **Select "Community Information"**

*Visibility  **Select "Internal & External"**





Click the magnifying glass and select Community Information



University Information
Missouri S&T is one of the nation's leading research universities with over 100-degree programs in 39 disciplines. It was founded in 1870 as one of the first technological institutions west of the Mississippi River. Located about 100 miles west of St. Louis in the multicultural community of Rolla, Missouri S&T is an accessible, safe, and friendly campus surrounded by Ozarks' scenery. Missouri S&T offers undergraduate degrees in engineering, the sciences, liberal arts, humanities, and business, with M.S. and Ph.D. programs available in many of the science and engineering programs. With over 7,000 students and 300 faculty, Missouri S&T is big enough to accommodate a diverse population, yet small enough for individuals to build high visibility and impactful careers.

KUMMER
Established in 2022, The Kummer College serves as a pathbreaking model for social impact, technology transfer, and interdisciplinary collaboration within a future-oriented STEM-focused university. Supported by the Kummer Institute Foundation at Missouri S&T, this unique college integrates key academic, co-curricular, and administrative activities related to technology commercialization, business innovation and entrepreneurship, systems thinking, and economic development. Within The Kummer College lives several departments and Information Technology (BIT), Department of Economics, Department of Engineering Management and Systems Engineering (EMSE), Kummer Student Program Technology Transfer and Economic Development (TTED).

About Rolla
Rolla, Missouri offers several great advantages that help individuals enjoy a high quality of life. Rolla is an ideal place for families, with its low cost of living, excellent



This information will autofill once you select Rolla

Box 7

*Description Type ←

*Visibility ←

*Description ↕

Click on the magnifying glass and there will be 3 options.

ROLLA – Academic Benefit Eligible – Yes

ROLLA – Staff Benefit Eligible

ROLLA – Benefit Eligible - No

Add Posting Description Delete Posting Description

Next, click on the “Screening” tab

- Enter Highest Education level required
- Scroll to the bottom of the page and click “Save as Draft”

← [Home](#) | [Notification](#) | [Start Over](#)

Next Steps:

- Save posting as draft, then click on “Save and Submit”

← [Recruiting Home](#) | [Notification](#) | [Start Over](#)

Once you submit, you will see the following page:

- Click on the “Activity & Attachments tab and add the HFA as an attachment

Applicants Applicant Search Applicant Screening **Activity & Attachments** Details

Job History [?]

Date	Subject	Reason
06/17/2024	010 Open	
06/13/2024	006 Pending Approval	
06/13/2024	005 Draft	

Searches [?]

No searches are related to this Job Opening.

Notes

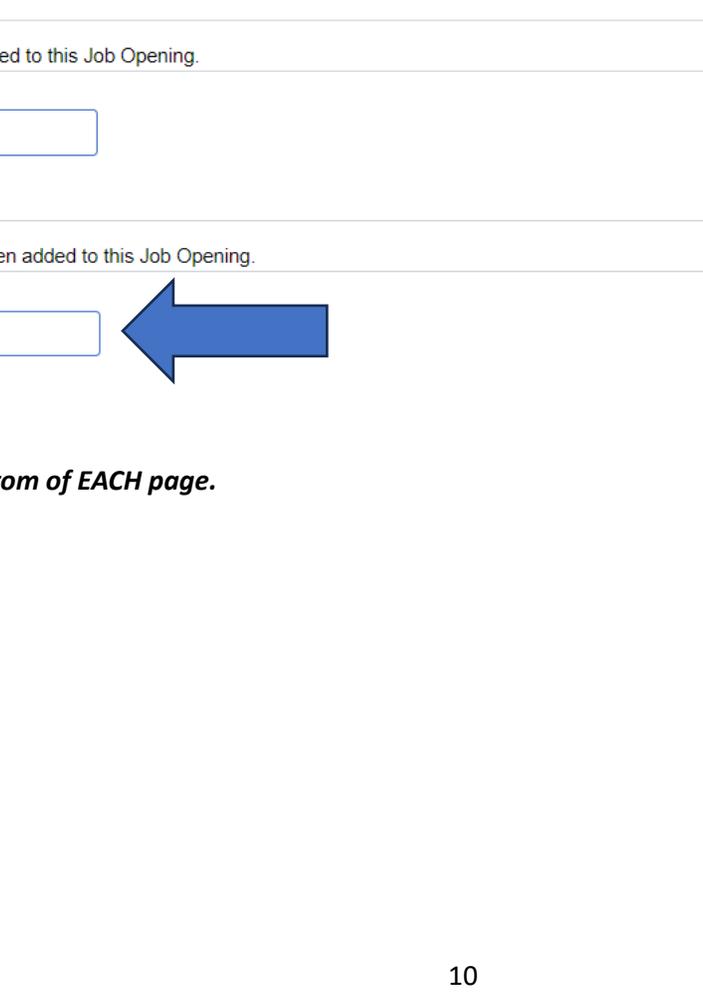
No notes have been added to this Job Opening.

Add Note

Attachments

No Attachments have been added to this Job Opening.

Add Attachment



Click Save at the bottom of EACH page.

Once you have added the HFA, you will need to add the approval chain:

Academic Department/Center Approval Chains (includes all departments reporting to the Provost)

Job Opening



- Once all parties have been added to the approval chain, click submit.
- The JOID will be routed to each person in the approval chain in the order they were put into the chain.
- Once the approval chain is back with HR, we will look at the posting and double check for accuracy.
- Once the position has been posted, HR will send an email to Admin.