Grad/Research/Student/Temp Position Type

What Positions are included in this Position Type?

- Student Assistant
- Work Study Assistant
- Graduate Assistant
- Graduate Lab Assistant
- Graduate Teaching Assistant
- Fellow AD
- Temporary Faculty
- Temporary Professional
- Temporary Office/Clerical
- Temporary Technical/Parapro
- Temporary Skilled Crafts/Trades
- Temporary Service Maintenance
- Temporary Hourly Professional
- Post-Doctoral Associate AD
- Post-Doctoral Associate AC
- Postdoctoral Fellow (non-exempt)
- Temporary Faculty
- Temporary Professional
- Temporary Skilled Crafts/Trades
- Temporary Service Maintenance
- Temporary Hourly Professional
- Post-Doctoral Associate AD
- Post-Doctoral Associate AC
- Postdoctoral Fellow (non-exempt)

Do I need to create a position if I don't have one?

All employees must have their own position. Positions can be created at any time during the year. Because of this, we are encourage you to create positions proactively. This way you will not have to worry about creating positions at the same time you trying to fill them.

If you do not have a vacant position for a new employee, you will either need to create one or modify (reclassify) an existing position to meet your needs.

If you need to create multiples of the same position you can utilize the clone functionality within the system.

Click here for the Grad/Research/Student/Temp Position Type Position Manual Resource guide

The Position Manual Resource guides provides you with step by step instructions for creating, modifying, evaluating, posting and hiring a Grad/Research/Student/Temp Position Type.

Pages of interest may include:

- Create New: Pg. 6-15
- Clone Position: Pg. 7

What needs to be included as a part of creating the position?

While the position form provides you with a variety of data fields to utilize. These positions have been built to include only the minimum data fields required in order to create a position within OneUSG Connect HCM system. Required fields include:

- Working Title
- Pay Grade
- FTE
- Standard hours
- Standard Work Period
- Full Time/part Time
- Effective Date
- Job Indicator
How Do I hire for these positions?

Temporary positions are the only position type within this group that cannot use direct hire. The other position types can either conduct a competitive search or utilize the Direct Hire process (no competitive search process).

The Direct Hire Process allows a unit to share information with the applicant about the position, collect information on the potential employee and create a hiring proposal.

Click here for the Direct Hire Manual

Workflow for the Direct Hire Process

For additional training times, Resource Guides and more on UGAJobs click here.