3 Changing Post Title

1. With the University of Cambridge selected, click on Organisation explorer.
2. Enter the correct effective date
3. Select Posts and search for the required Post
4. Select Post details

Post details: Chief Clerk

Post	Chief Clerk
Start date	01/01/1900
End date change?	☐
End date	
Post reference	44389
Current status	Live
Job share	☐
Suspend from	
Suspend to	
Probationary period	
Location	
Structure group 1	School of the Humanities and Social Sciences
Structure group 2	

Third party return details

Teacher	☐

Save   Delete

5. Amend the Post title in the first field of the form
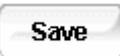
6. Click the Save button

3.1 Changing Position Title

1. With the University of Cambridge selected, click on Organisation explorer.
2. Enter the correct effective date
3. Select People and search for the person whose position title is being changed
4. Choose Employment, positions

5. Select Position details

6. Amend the job title in the first field of the form (note that you can type more characters than the display allows you to view)

7. Click the [Save] button