

FriarHub Instructions for Supervisors

Logging into FriarHub

Website: <https://providence.12twenty.com/hire> (only use this link to post a job and do not share it with students. Students will use a different link to apply for Assistantships).

Click **'Continue with Microsoft'** and login with your credentials.

If you have not used FriarHub previously, you will be prompted to fill out an information page. Once you're finished, click **'Complete Signup'** and wait to hear about the next steps. You should receive an email shortly.

Once you're logged in

From your FriarHub home screen, make sure you click **'Post a On Campus Employment Job.'**

Posting Instructions

Employer: Providence College

Job Title: 2025-26 Graduate Assistant: Position Title (example: 2025-26 Graduate Assistant: Graduate Admission Office)

Type of Job: Graduate Assistantship

Salary Range: Leave blank

Location Type: Specific Location (GAs are not permitted to work remotely)

Location: United States, Providence

Industry: Education - Higher Education

Job Function: Choose a job function that aligns with your position. Up to 3 categories permitted.

Preferred Years of Experience: Leave blank

Interview Format: Choose one of the available categories or leave blank

Work Authorization Requirement: Leave blank

Work-Study Required: Leave blank

Application Method: Apply via This Site (do not choose external link or email)

Job Description: Enter the position description, required and preferred qualifications, whether it's a 9 or 12 month position, any specifics about work requirements (e.g., nights and weekends, travels with team, etc.), whether you are looking for a student in a specific Master's program, etc.

Please be as specific as possible about your position, the skills/attributes you are looking for in a GA, and the work conditions. The more specific you are here, the better match you will find in applicants.

Application Document Requirements

Document Type: Choose document type

Job Dates

Time Zone: Eastern Time (US & Canada)

Application Begins On: Choose date you would like your application to go live

Application Deadline: Choose date you would like to end accepting applications

How do you plan on reviewing applicants: Choose one of the options that you would prefer

Anticipated Job Start Date: Dependent 9 or 12-month position and when your current GA ends.

*Valid start dates: May 27 (12 month only), June 30 (12 month only), or August 25 (9 or 12 month only).

Estimated end date: May 15, 2026 (the Friday before commencement).

Primary Job Contact

Fill in all your information (as posting supervisor).

Eligibility

Student Group – select **Graduate Students & GA Eligible**

Leave all other options blank

Career Center Administrator

Leave blank

Job Posting Owner

Make sure your PC email is listed

Review your posting

Check that everything is correct.

Click 'Next' and your posting will be sent to the Graduate Admission team for review and approval.