Posting a Student Employment Job in FriarHub

Your FriarHub account must be activated to create postings on FriarHub. Please see "Activating your FriarHub account" instructions if you have not activated your account.

Supervisor access to FriarHub is on the "Supervisor Information" page under the Student Employment tab on the PC website: https://financial-aid.providence.edu/student-employment-2/supervisor-information/ (see screenshot below)
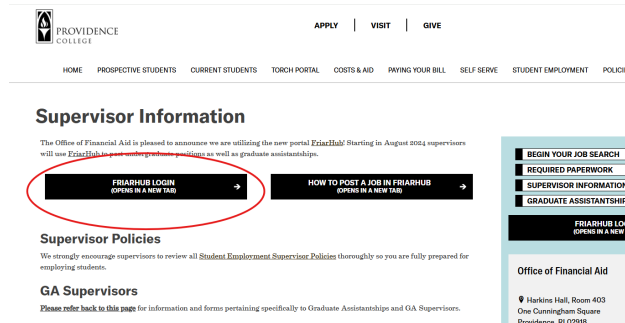

Supervisors must use this access to post jobs, view applications and hire students. Once you click on the link you will be brought to this page:
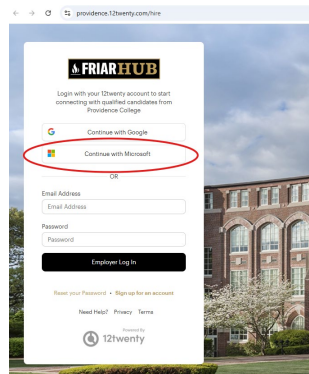
SELECT "CONTINUE WITH MICROSOFT" to use PC SSO _or_ manually log into your account by entering your email address and password

Select **"Post an On Campus Employment Job"** (if you do not see this option, please contact finaid@providence.edu and stop. You cannot move forward until your access has been updated).
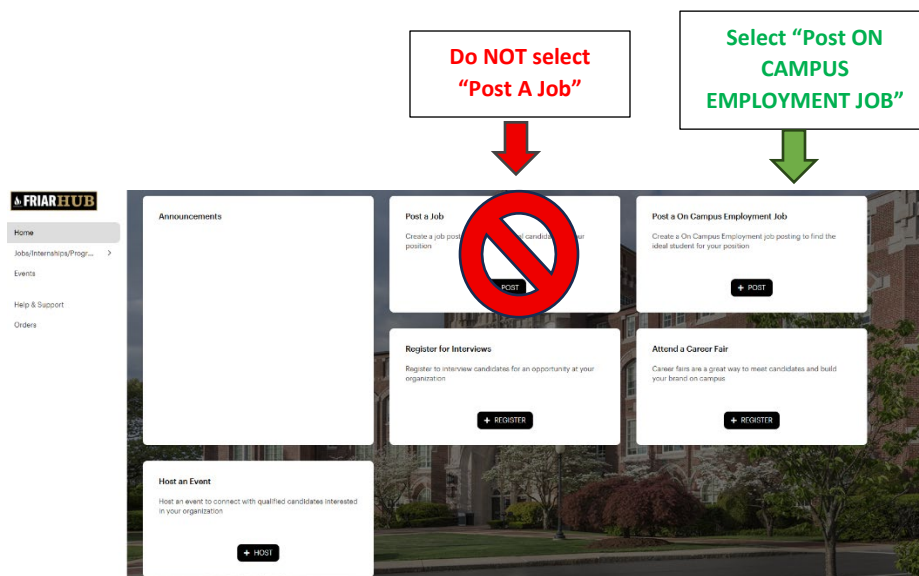
Important to note – Please use ONLY "Post an On Campus Employment Job" for ALL student employment opportunities. If you create student employment jobs under "Post a Job" the posting will never be approved, and students will not be able to see the posting or apply.

[Job Details Information](#) – complete all fields that have an asterisk (*), as well as "Type of Job" and "Work Study Required" must always be "Yes" for academic year jobs.

Required fields

Employer = Dept Name

Job Title = Must include "Academic year" or "Summer" in the title along with job title. *Ex: Academic Year Administrative Assistant.*

Type of Job = On Campus Employment

Location Type = leave as "Specify Location(s)"

Location = USA, Providence RI

Industry = Education - Higher Education

Job Function = choose job function that aligns with job OR select all.

Work-Study Required = YES

Apply via This Site = YES

Job Description = enter and/or update any job description information

[Application Method(s) Information and Job Description](#) – complete al fields with an asterisk (*)

Application Document Requirements and Job Dates – complete all fields with an asterisk (*) as well as "Document Type" section and Anticipated Job Start Date

Application Document Requirements

Request or require students to submit below documents when applying to this job:

Document Type	Document Display Name	Is Required?
Resume ⌄	Resume	☑ ✕

✚ Add Document Type

Job Dates

Time Zone*   Eastern Time (US & Canada) (UTC-05:00) ⌄

Application Begins On*   07/08/2025   12:00am

Application Deadline*   08/07/2025   11:59pm

How do you plan on reviewing your applicants?
- ○ I will review applicants as they come in, and may close the job posting early
- ○ I will wait until the end of the application period to review all of the applicants

Anticipated Job Start Date   MM/DD/YYY

Interview Detail

If available, please specify the interviewer(s) below.

Interviewer   -- Select a Contact -- ⌄

Contact Information – complete all fields with an asterisk (*) or click "Use My Information" button above the section

Primary Job Contact   [Use My Information]

Name*   Name
☑ Make Visible to Students

Title*   Title
☑ Make Visible to Students

Email*   Email
☑ Make Visible to Students

Phone*   Phone
☐ Make Visible to Students

Address*   Address
☐ Make Visible to Students

Is Alumnus   ○ Yes ○ No

Required fields

RESUMES ARE REQUIRED

Document Type = Resume

Document Display Name = Resume

Is Required? = ☑

Time Zone = Eastern Time (US & Canada)

Application Begins On = Today's date

Application Deadline = Date you are closing the posting

Anticipated Start Date = ACADEMIC YEAR JOBS can start as early as the first day of academic year. SUMMER JOBS can start as early as the day after commencement.

Contact Information = completed with **Name, Title, Email, Phone and Address** of person responsible for reviewing and monitoring applications.

All information should be made visible to students

[Eligibility]{.underline} **– Complete field with asterisk (*)**

Eligibility

The criteria below determines who can view and apply.

Student Group*	-- Select a Value -- ⌄
Degree Level	-- Select a Value -- ⌄
College/School	-- Select a Value -- ⌄
Major/Academic Program	-- Select a Value -- ⌄

==**Click "NEXT" at bottom of page. No other fields need to be completed.**==

Required Fields

Student Group = although a few of these groups may be applicable – *choose only the following groups:*

- Work Study Eligible
- Undergraduate Students

[Do not]{.underline} select Athletes, GA eligible, Seniors, Graduate Students, or Alumni

[LESS IS MORE!]{.underline} **– FriarHub is filtering job opportunities for students based on the student's FriarHub profile, and filling in more than what is necessary can decrease the number of students viewing and applying for the job** (ex: choosing "School of Nursing and Health Sciences" under the "College/School" field instead of leaving it blank). **Not all students complete their profiles with detailed information such as majors or fields of study; therefore, it is best to complete only the required fields to maximize opportunities for students and your department. Provide specific information in the "job description" section.**

Updated 7/9/2025