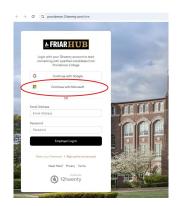
Posting a Student Employment Job in FriarHub

Your FriarHub account must be activated to create postings on FriarHub. Please see "<u>Activating your FriarHub account</u>" 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: <u>https://financial-aid.providence.edu/student-employment-2/supervisor-information/</u> (see screenshot below)

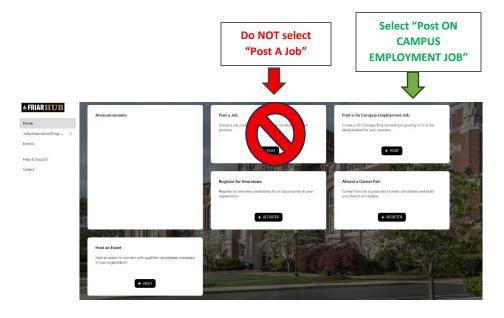
PROVIDENCE COLLEGE		APPLY VIS	SIT GIVE			
HOME PROSPECTIVE STUDENTS	CURRENT STUDENTS TORCH PORTA	COSTS & AID	PAYING YOUR BILL	SELF SERVE	STUDENT EMPLOYMENT	POLICIES
Supervisor Inform	ounce we are utilizing the new portal <u>F</u>		August 2024 super	visors	BEGIN YOUR JOB S	FARCH
FRIARHUB LOGIN		W TO POST A JOB			REQUIRED PAPERW SUPERVISOR INFO	VORK
(OPENS IN A NEW TAB)		(OPENS IN A NE	W TAB)		GRADUATE ASSIST	
Supervisor Policies						RHUB LOGI
We strongly encourage supervisors to review employing students.	all Student Employment Supervisor P	<u>diries</u> thoroughly so	o you are fully prepa	red for	Office of Financial	Aid
GA Supervisors						
Please refer back to this page for information	and forms pertaining specifically to Gr	aduate Assistantshi	ps and GA Supervi	sors.	Harkins Hall, Room 4 One Cunningham Squar Providence, RI 02918	

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 <u>or</u> 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 <u>finaid@providence.edu</u> 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.

<u>Job Details Information</u> – 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.

Job Details		
Employer*	Employer	
	Hide Employer Name from Applicants	
Job Title*	Job Title	
Type of Job	Type of Job 🗸	
Salary Range	Min Max Per Year 🗸	
Location Type*	Specify Location(s)	
Location*	Please Select a Country 🗸 City	
	+ Add Additional Location	
Industry*	Industry 🗸	
Job Function*	Job Function 🗸	
Preferred Years of Experience	Preferred	
Interview Format	Interview Format 🗸	
Work Authorization 😧	Work Authorization 🗸 🗸	

<u>Application Method(s) Information and Job Description</u> – complete al fields with an asterisk (*)

Application Method(s)* @

Which application method(s) would you	like to require? At least one application method must be selected as "Yes".	
Apply via This Site*	⊖Yes ⊖No	
Apply via External Link 0	⊖Yes ⊖No	
Apply via Email 🥹	⊖Yes ⊖No	

Job Description

ob De	scripti	on*											
٠.	4	В	U	I	5	<u>T</u> _x	1= 2=	•= •=	ŧ	œ		23	

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

~

Document Type	Document Display Name	Is Required?
Resume v	Resume	X
Add Document Type		
Job Dates		
Time Zone [*]	Eastern Time (US & C	anada) (UTC-05:00)
Application Begins On*	07/08/2025 12:0	Oam
Application Deadline*	08/07/2025 11:55	Эрт
How do you plan on reviewing your	OI will review applican	ts as they come in, and may close the job posting ear
applicants?	○I will wait until the er applicants	d of the application period to review all of the
Anticipated Job Start Date	MM/DD/YYY	
Interview Detail		
f available, please specify the interview	er(s) below.	
Interviewer	Select a Contact	

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

-- Select a Contact --

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	– Complete	field with	asterisk	(*)
--------------------	------------	------------	----------	-----

Eligibility		
The criteria below determines who can view a	nd 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

<u>Do not</u> select Athletes, GA eligible, Seniors, Graduate Students, or Alumni

LESS IS MORE! – 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 <u>only the required fields</u> to maximize opportunities for students and your department. Provide specific information in the "job description" section.