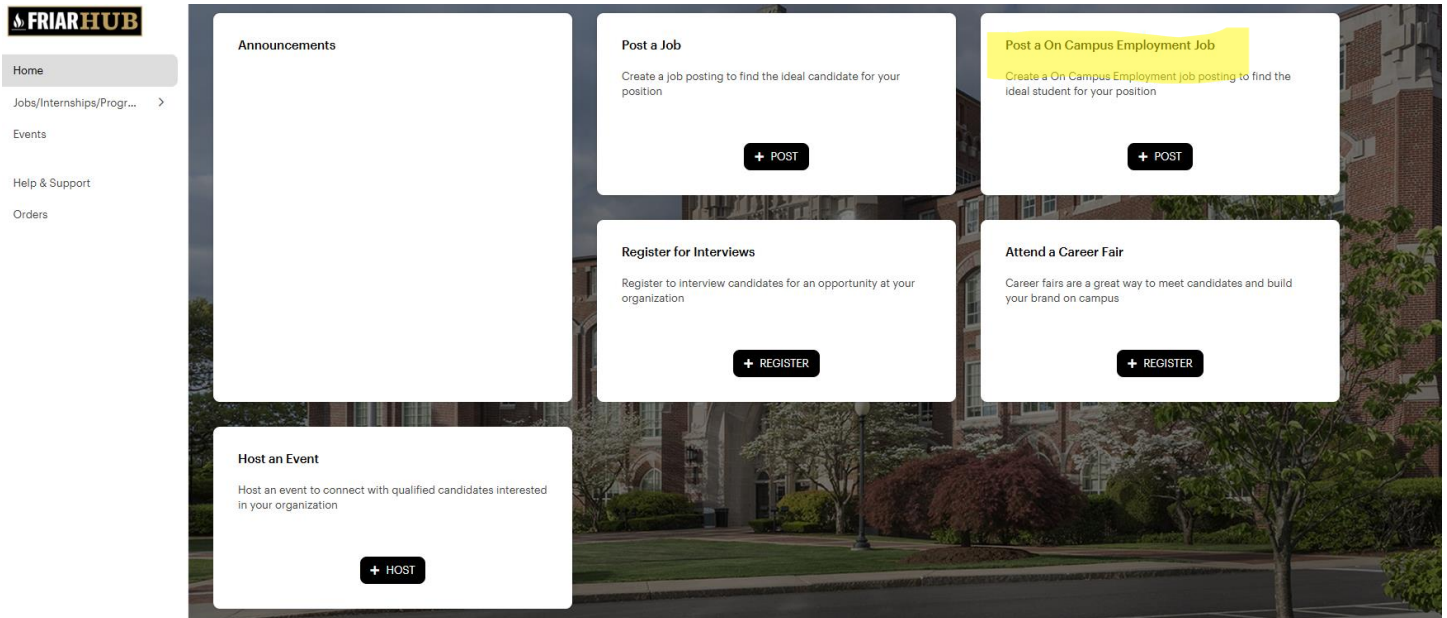


How to Post an On Campus Job in FriarHub:

If you have already activated your account proceed as follows, if you have not you will need to review [these](#) and once your account has been approved you can proceed:

1. Access [FRIARHUB](#) and log into your account with Microsoft utilizing SSO
2. On the main dashboard, select +Post in **“Post an On Campus Employment Job”** (if you do not see this option, please contact careers@providence.edu to ensure you have proper access)



3. Complete job description details as outlined below
4. Once position has been submitted, it will be reviewed for approval by Financial Aid

Create On Campus Employment Job

Cancel

Save Draft

Submit

Job Details

Employer*

Hide Employer Name from Applicants

Job Title*

Type of Job

Salary Range

Location Type*

Location*

[+ Add Additional Location](#)

Industry*

Job Function*

***Required**

Preferred Years of Experience

Interview Format

Work Authorization Requirement

Work-Study Required? Yes No

Change job title to reflect year

On Campus Employment is job type

USA- Providence, RI

Education- Higher Ed

Choose job function that aligns or select all

Leave not required fields blank

Work Study Required must be set to **YES**

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 Yes No

Apply via Email Yes No

Click **yes** for Apply via this site

Job Description

Job Description*


B U I S T_x

Enter and or update any job description information

Choose what documents you are requiring

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	<input checked="" type="checkbox"/> 

[+ Add Document Type](#)

Job Dates

Time Zone*

Application Begins On*

Application Deadline*

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

Interview Detail


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

Interviewer

-- Select a Contact --

Enter Interviewer contact info
(must have an account and
be activated)

Applicant Notifications

Notify primary job contact of new applications 

Off

Notify primary job contact with application packet at the job posting deadline 

Off

Choose notification settings

Primary Job Contact

Use My Information

Name*

Name

*Required

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

Eligibility

The criteria below determines who can view and apply.


Student Group*

Undergraduate Students


Degree Level

Bachelors

College/School

School of Business, School of Arts & Sciences, School of Nursing and Hea...

Major/Academic Program

Undeclared, Accountancy, American Studies, Art History, Biochemistry,

Enter Job contact details

Complete Eligibility as follow:

Work Study Eligible

Bachelors

Select all Schools

Select all majors

Click submit to send for
approval. Save Draft if edits
need to continue.

Cancel

Save Draft

Submit