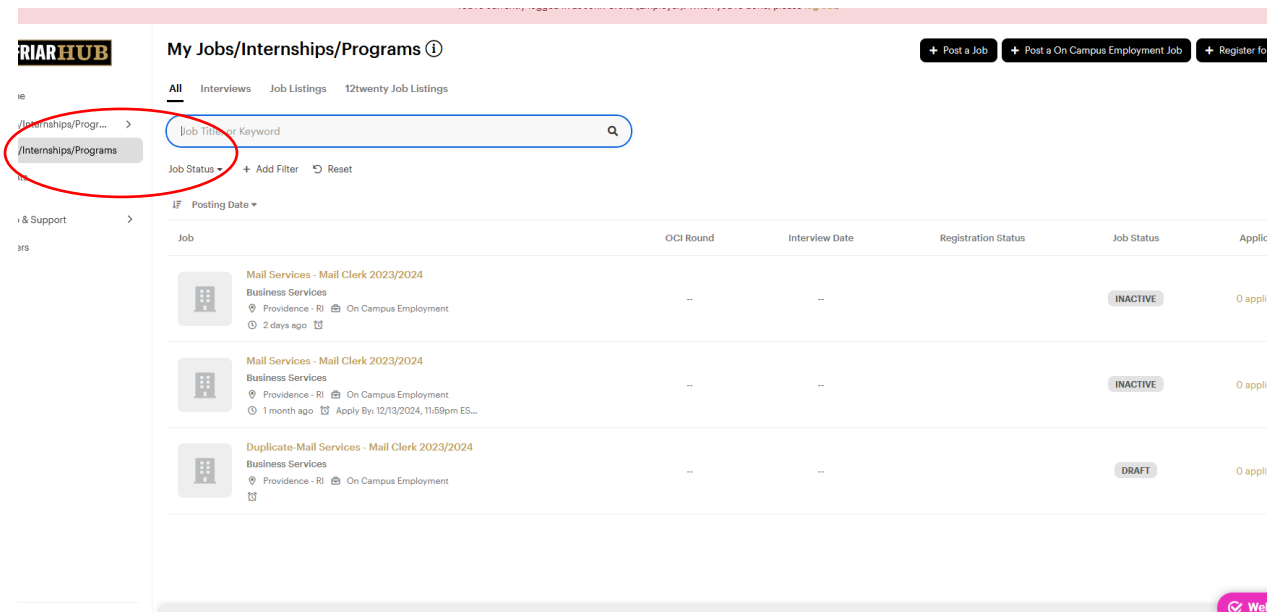


To post an on campus employment role follow the following options:

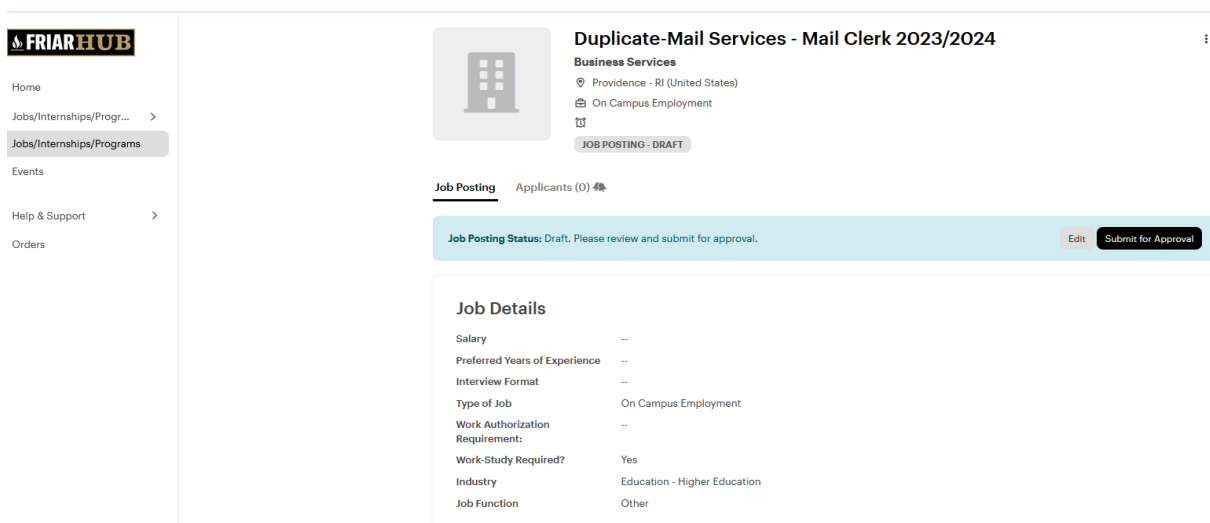
If you have already activated your account proceed as follows, if you have not you will need to review [these](#) and once your account has been approved you can proceed:

1. Access [FRIARHUB](#) and log into your account with Microsoft
2. Click on Jobs/Internships/Programs on the left bar
3. The following will appear with jobs from your division/school/department\*

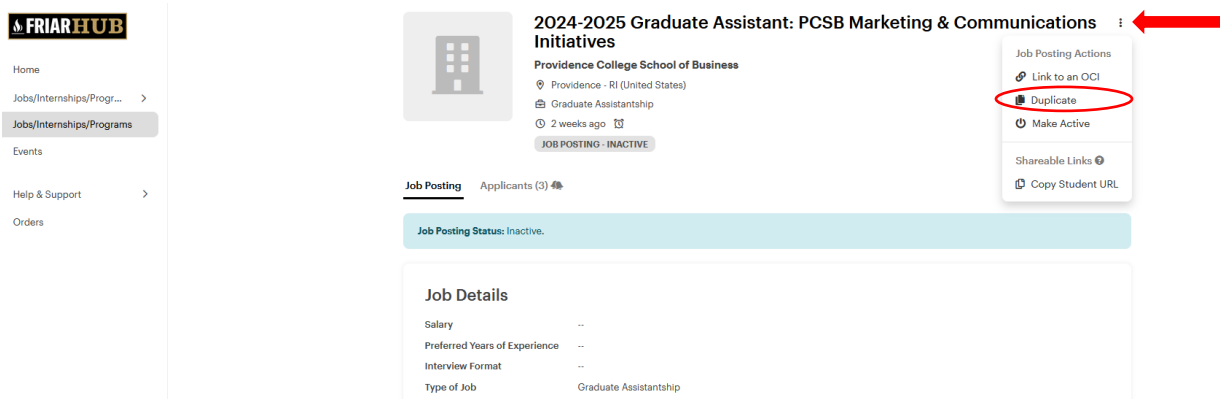


The jobs listed will either have a status of **DRAFT** or **INACTIVE**

- If you are choosing a **Draft** job, it can be opened and edited by clicking the Edit button:



If you are choosing an **Inactive** job, you will need to Duplicate the job to edit by clicking on the 3 dots to the right of the job title and selecting “Duplicate”



Once in edit mode work through the fields to update your role for this coming academic year:

### Create On Campus Employment Job

Cancel Save Draft Submit

#### Job Details

Employer\* Athletics  
 Hide Employer Name from Applicants

Job Title\* Job Title

Type of Job On Campus Employment

Salary Range Min Max Per Year

Location Type\* Specify Location(s)

Location\* United States (USA) Providence - RI  
 + Add Additional Location

Industry\* Education - Higher Education

Job Function\* -- Job Function --  
 \*Required

Preferred Years of Experience Preferred

Interview Format -- Interview Format --

Work Authorization Requirement -- 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



### Job Description


Job Description\*

← → **B** U *I* ~~S~~ *I*<sub>x</sub>        

### 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\*

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

Application Begins On\*

08/05/2024 12:00am

Application Deadline\*

12/20/2024 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/YYYY

Click **yes** for Apply via this site

Enter and or update any job description information

Choose what documents you are requiring

Enter the jobs dates as listed here

Anticipated start dates can default to first day of classes

## Interview Detail

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

Interviewer

## Applicant Notifications

Notify primary job contact of new applications

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

## Primary Job Contact

Name\*

\*Required

Make Visible to Students

Title\*

Make Visible to Students

Email\*

Make Visible to Students

Phone\*

Make Visible to Students

Address\*

Make Visible to Students

## Eligibility

The criteria below determines who can view and apply.

Student Group\*

Degree Level

College/School

Major/Academic Program

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

Choose notification settings

Enter Job contact details

Complete Eligibility as follow:

Undergraduate

Bachelors

Select all Schools

Select all majors

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