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\*

		,,,,,,, _				
RIARHUB	My Jobs/Internships/Programs (i)			+ Post a Job + Post a On	Campus Employment Job	+ Register fo
le	All Interviews Job Listings 12twenty Job Listings					
/Jovernships/Progr > /Internships/Programs	Job Titte er Køyword Job Status - + Add Filter D Reset	٩				
→&Support >	IF Posting Date ▼ Job	OCI Round	Interview Date	Registration Status	Job Status	Applic
<b>N</b> 3	Mail Services - Mail Clerk 2023/2024         Business Services         Ø Frovidence - Ri           Ø z days spo tid	-	-		INACTIVE	0 appli
	Mail Services - Mail Clerk 2023/2024           Business Services           Ø Providence - RI             Ø Inornh ago             Ø 1 month ago				INACTIVE	0 appli
	Duplicate-Mail Services - Mail Clerk 2023/2024 Business Services				DRAFT	0 appli
						_
						🛛 🞯 Wel

## 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:

NARELUB nternships/Progr > nternships/Programs	Job Posting     Applicants (0) #	plicate-Mail Services - Mail Clerk 2023/2024 ress Services ovidence - R (United States) n Campus Employment POSTING - DRAFT	
Support >			
3	Job Posting Status: Draft. Please	a review and submit for approval.	Edit Submit for Approval
	Job Details Salary Preferred Years of Experience Interview Format Type of Job Work Authorization Requirement: Work-Study Required? Industry Job Function	  On Campus Employment  Yes Education - Higher Education Other	

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"

ERIARCOB	Job Posting Status: Inactive.	D24-2025 Graduate Assistant: PCSB Marketing & Commitiatives	Junications :
lome		itiatives	Job Posting Actions
obs/Internships/Programs		ividence College School of Business	Link to an OCI
obs/Internships/Programs		Providence - Ri (United States)	Duplicate
vents		Graduate Assistantship	Make Active
lelp & Support >		2 weeks ago 10	Shareable Links @
vrders		IB POSTING - INACTIVE	Copy Student URL
	Job Details Salary Preferred Years of Experienc Interview Format Type of Job	 5e  Graduate Assistantship	

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

Create On Campus Em	ployment Job Cancel Save Draft Subr	nit
Job Details		
Employer*	Athletics	
	Hide Employer Name from Applicants	
Job Title*	Job Title	year
Type of Job	On Campus Employment	On Campus Employment is
Salary Range	Min 🗘 Max 🗘 Per Year	<ul> <li>job type</li> </ul>
Location Type*	Specify Location(s)	•
Location*	United States (USA)	USA- Providence, RI
	+ Add Additional Location	Education Higher Ed
Industry*	Education - Higher Education	<ul> <li>Education- nighter Ed</li> </ul>
Job Function*	Job Function	<ul> <li>Choose job function that</li> </ul>
	*Required	aligns or select all
Preferred Years of Experience	Preferred 🗘	Leave not required fields
Interview Format	Interview Format	- blank
Work Authorization Requirement 🥹	Work Authorization Requirement	Work Study Required must
Work-Study Required?	● Yes O No	DE SET TO YES

## Application Method(s)\* @

Application Docum Request or require students to Document Type	ent Requirements ) submit below documents when applying to Document Display Name	o this job: Is Required?	Choose what
Description* → B <u>U</u> I	5- <u>T</u> <sub>x</sub> ≟= ;= ⊣⊨ ⊣≊ ∞	∞ <b>≡ X</b>	information
Description			Enter and or update any job description
ly via Email 🔞	O Yes O No		
ly via External Link 🙆	Yes O No		via this site
	💽 Yes 🔘 No		· · · · ·

Time Zone*	Eastern Time (US & Canada) (UTC-05:00)	~Enter the jobs dates	
Application Begins On*	08/05/2024 12:00am	as listed here	
Application Deadline*	12/20/2024 11:59pm		
How do you plan on reviewing your applicants?*	<ul> <li>I will review applicants as they come in, and may close the job posting ea</li> <li>I will wait until the end of the application period to review all of the applicants</li> </ul>	<sup>ny</sup> Anticipated start	
Anticipated Job Start Date	MM/DD/YYY	dates can default to first day of classes	

## Interview Detail

If available, please specify the interviewer(s) b	elow.		Enter Interviewer contact info
Interviewer	Select a Contact	be activated)	
Applicant Notifications			
△ Notify primary iob contact of new appli	cations 9	Off	Choose notification settings
△ Notify primary job contact with applica	tion packet at the job posting deadline 9	Off	
			Enter Job contact details
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		
		10	
	Make Visible to Students		
Eligibility			
The criteria below determines who can view an	nd apply.		Complete Eligibility as follow:
Student Group*	Undergraduate Students	~	Undergraduate
Degree Level	Bachelors	~	Bachelors
College/School	School of Business, School of Arts & Sciences, School of Nursin	g and Hea•	Select all Schools
Major/Academic Program	Undeclared, Accountancy, American Studies, Art History, Bioche	emistry,	Select all majors
			Select all Illajors
	Cancel Save Draft	Submit	Click submit to send for approval. Save Draft if edits need to continue.