

## **FriarHub Instructions for Supervisors**

### **Logging into FriarHub**

Website: <https://providence.12twenty.com/hire> (only use this link to post a job and do not share it with students. Students will use a different link to apply for Assistantships).

Click **'Continue with Microsoft'** and login with your credentials.

If you have not used FriarHub previously, you will be prompted to fill out an information page. Once you're finished, click **'Complete Signup'** and wait to hear about the next steps. You should receive an email shortly.

### **Once you're logged in**

From your FriarHub home screen, make sure you click **'Post a On Campus Employment Job.'**

### **Posting Instructions**

Employer: Providence College

Job Title: 2026-27 Graduate Assistant: Position Title (example: 2026-27 Graduate Assistant: Graduate Admission Office)

Type of Job: Graduate Assistantship

Salary Range: Leave blank

Location Type: Specific Location (GA's are not permitted to work remotely)

Location: United States, Providence

Industry: Education - Higher Education

Job Function: Choose a job function that aligns with your position. Up to 3 categories permitted.

Preferred Years of Experience: Leave blank

Interview Format: Choose one of the available categories or leave blank

Work Authorization Requirement: Leave blank

Work-Study Required: Leave blank

Application Method: Apply via This Site (do not choose external link or email)

Job Description: Enter the position description, required and preferred qualifications, whether it's a 9 or 12 month position, any specifics about work requirements (e.g., nights and weekends, travels with team, etc.), whether you are looking for a student in a specific Master's program, etc.

Please be as specific as possible about your position, the skills/attributes you are looking for in a GA, and the work conditions. The more specific you are here, the better match you will find in applicants.

## **Application Document Requirements**

Document Type: Choose document type

## **Job Dates**

Time Zone: Eastern Time (US & Canada)

Application Begins On: Choose date you would like your application to go live

Application Deadline: Choose date you would like to end accepting applications

How do you plan on reviewing applicants: Choose one of the options that you would prefer

Anticipated Job Start Date: Depends on whether new GA's are 9 or 12-month and when current GA ends.

\*2026 Valid start dates: May 26 (12-month only), June 29 (12-month only), or August 24 (9 or 12-month only).

Estimated end date: May 19, 2027 (the day before commencement).

## **Primary Job Contact**

Fill in all your information (as posting supervisor).

## **Eligibility**

Student Group – select Graduate Students

Leave all other options blank

## **Career Center Administrator**

Leave blank

## **Job Posting Owner**

Make sure your PC email is listed

## **Review your posting**

Check that everything is correct.

Click 'Next' and your posting will be sent to the Graduate Admission team for review and

\*\*To re-post your position from last year (will require updates):

Find your previous position

Upper right-hand corner at the end of the position title, you will find 3 dots and select **duplicate**

Update the position (title, start date, etc)