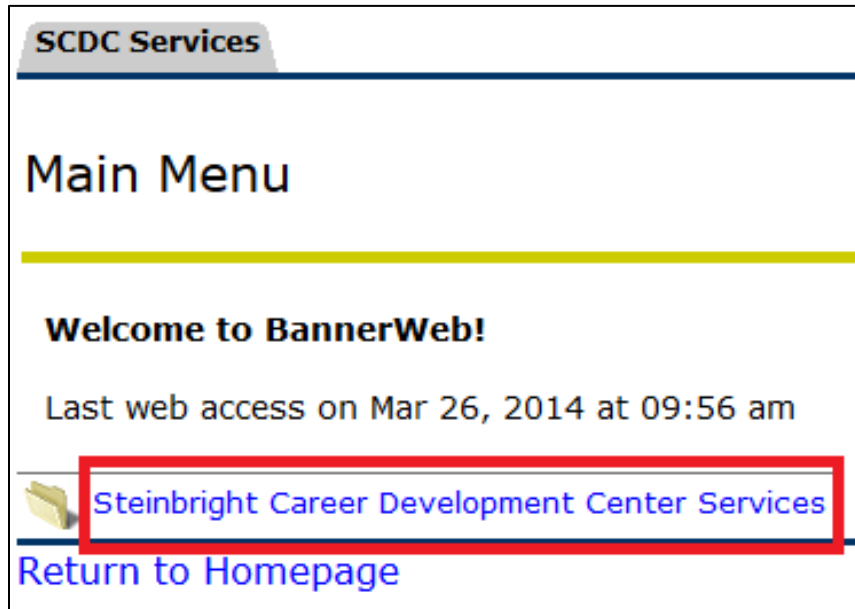# *Posting a Co-op Job*

SCDC Services

Main Menu

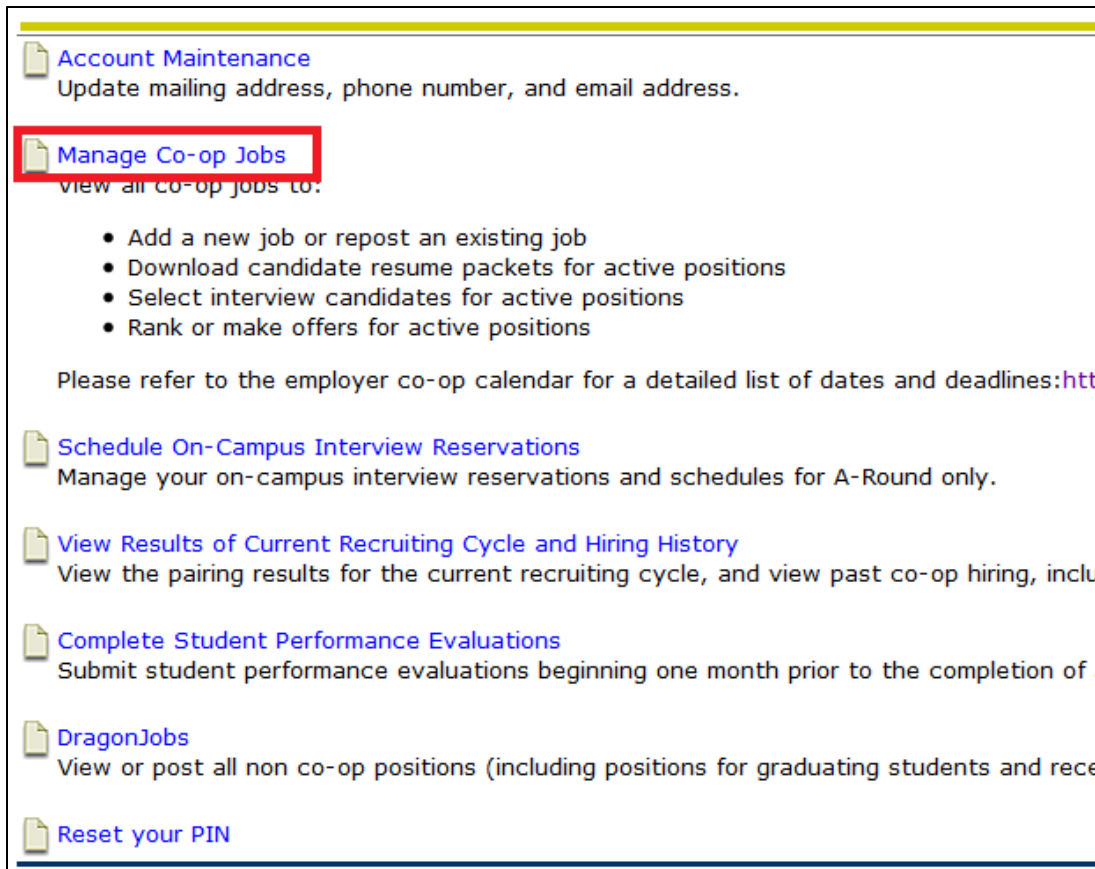**Welcome to BannerWeb!**

Last web access on Mar 26, 2014 at 09:56 am

Steinbright Career Development Center Services

Return to Homepage

Step 1:

After logging in, click "Steinbright Career Development Center Services."

DREXEL UNIVERSITY
Steinbright
Career Development Center

Posting a Co-op Job

Step 2:

Click "Manage Co-op Jobs."

Posting a Co-op Job

Step 3:
Select "Co-op Experience" from the drop-down menu and then click "Select Service Type."

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Posting a Co-op Job

Job Search Options Select

Service Type: Co-op Experience Change current Service Type

Choose the activity you wish to perform:

Active Jobs — These jobs are the ones that are currently, or will shortly be, available to students. This list will enable you to take all of the required actions on these jobs.

Add a new job — Add a brand new job to the system from scratch.

All Jobs — Search all of the jobs you have in the system. Use this function to look at a subset of the jobs that have been posted; to look at past jobs for the purpose of reposting them to a more current term; to examine only a few of your currently active jobs instead of all of them; or to track down a specific job that you cannot quite recall the exact details of.

Step 4:
Click "Add a new job."

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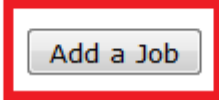
Posting a Co-op Job

Step 5:
Select the co-op cycle you are recruiting for and click "Add a Job."

Posting a Co-op Job

Step 6:

Enter all job description information and click "Save Job." All fields are required unless otherwise indicated.

For a summary of the changes to the job description form, go to http://www.drexel.edu/scdc/employers/hire-coop/jobdescchanges/.

Note: Each job will be reviewed and approved by your co-op coordinator for student viewing in the next round of co-op applications.

Questions?
Contact your co-op coordinator.

Visit our co-op recruiting calendar.