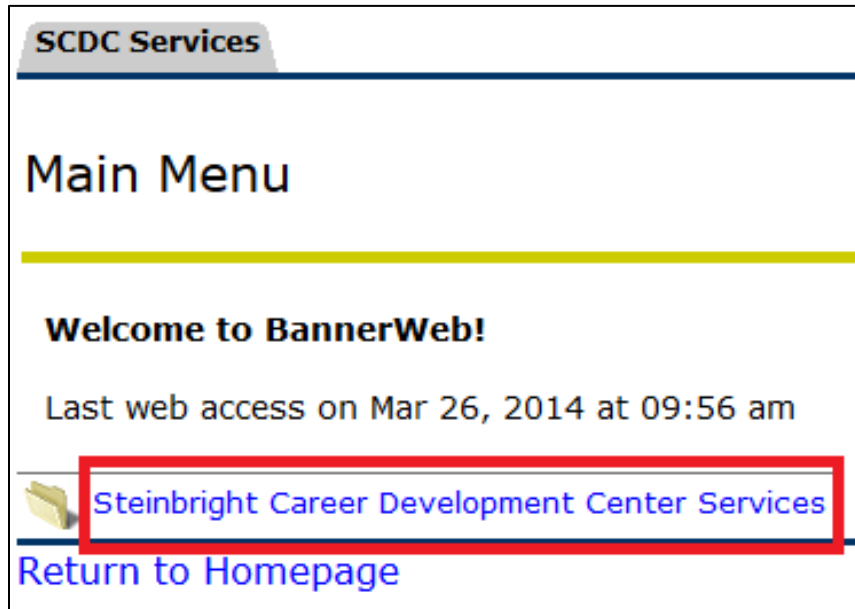


Posting a Co-op Job




SCDC Services

Main Menu

Welcome to BannerWeb!

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

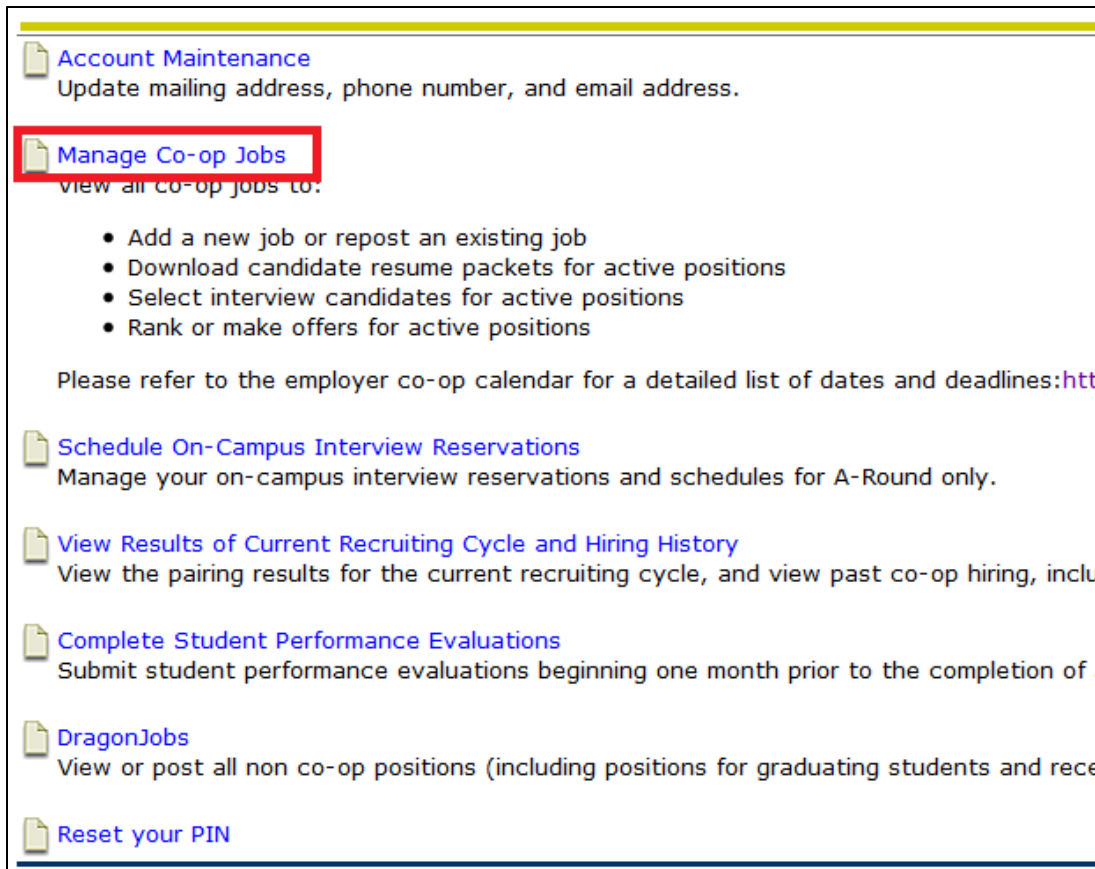
 [Steinbright Career Development Center Services](#)

[Return to Homepage](#)

Step 1:

After logging in, click “Steinbright Career Development Center Services.”

Posting a Co-op Job



[Account Maintenance](#)
Update mailing address, phone number, and email address.

[Manage Co-op Jobs](#)
view all co-op jobs to:

- Add a new job or repost an existing job
- Download candidate resume packets for active positions
- Select interview candidates for active positions
- Rank or make offers for active positions

Please refer to the employer co-op calendar for a detailed list of dates and deadlines:[http](#)

[Schedule On-Campus Interview Reservations](#)
Manage your on-campus interview reservations and schedules for A-Round only.

[View Results of Current Recruiting Cycle and Hiring History](#)
View the pairing results for the current recruiting cycle, and view past co-op hiring, inclu

[Complete Student Performance Evaluations](#)
Submit student performance evaluations beginning one month prior to the completion of a

[DragonJobs](#)
View or post all non co-op positions (including positions for graduating students and rece

[Reset your PIN](#)

Step 2:

Click “Manage Co-op Jobs.”



Posting a Co-op Job

The image consists of two screenshots of a web interface for 'SCDC Services'. Both screenshots show a section titled 'Select a Service Type'. In the first screenshot, a dropdown menu is open, showing three options: 'Co-op Experience', 'Co-op Experience', and 'Direct Apply Job Board'. A red arrow points to the first 'Co-op Experience' option. In the second screenshot, the dropdown menu is closed, and the 'Co-op Experience' option is selected in the dropdown box. Below the dropdown, a button labeled 'Select Service Type' is highlighted with a red rectangular box.

Step 3:

Select “Co-op Experience” from the drop-down menu and then click “Select Service Type.”



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

Add a new job
Select the cycle for the job from the pull-down list below.

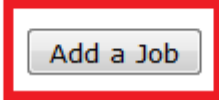
Current - Fall/Winter (September 2014-March 2015) ▾
Current - Fall/Winter (September 2014-March 2015)
Spring/Summer (March 2015-Sept 2015)



Add a new job
Select the cycle for the job from the pull-down list below.

Current - Fall/Winter (September 2014-March 2015) ▾

Add a Job



Step 5:

Select the co-op cycle you are recruiting for and click “Add a Job.”

Posting a Co-op Job

be system assigned

Complete all revisions, then click "Save Job". System times out after

Save Job * indicates required field

Position Title/City, State * (specific job location required)

Company Description/Division or Unit, if applicable *

Position Description. * Include key duties, responsibilities, and learning objectives.

Recommended qualifications and skills needed to perform 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/>.

Questions?

Contact your co-op coordinator.

Visit our co-op recruiting calendar.



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