Reposting a Co-op Job

SCDC Services

Main Menu

Welcome to BannerWeb!
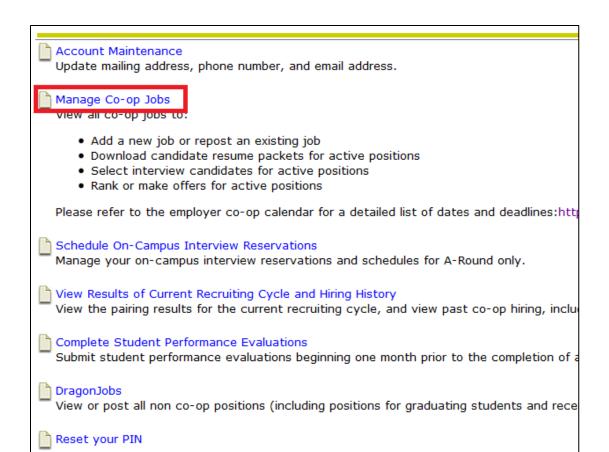
Last web access on Mar 26, 2014 at 09:56 am

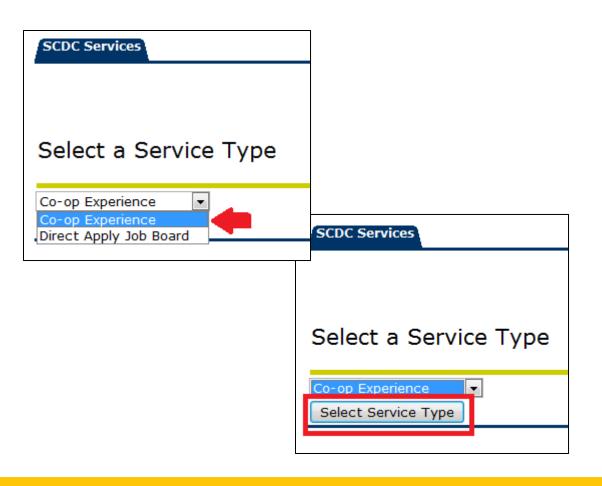Steinbright Career Development Center Services

Return to Homepage

Step 1:

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

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Reposting a Co-op Job

Step 2:
Click "Manage Co-op Jobs."

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Reposting a Co-op Job

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

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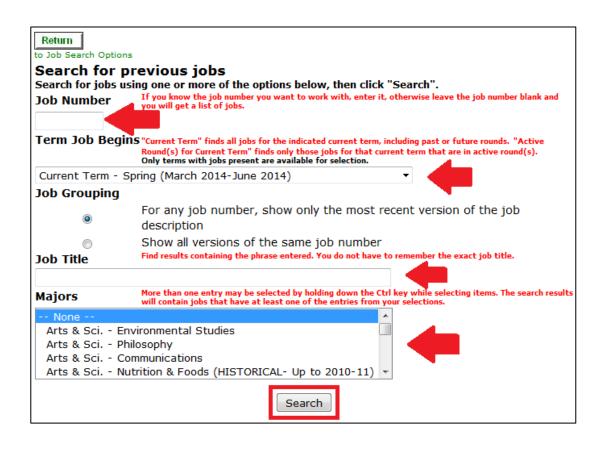
Add a new job   Add a brand new job to the system from scratch.

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 "All Jobs."

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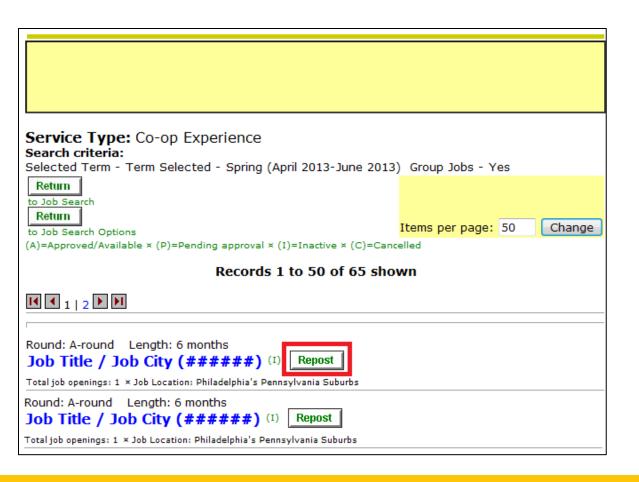Career Development Center

Reposting a Co-op Job

Step 5:
Search for previously posted jobs by job number, co-op cycle, job title, or job function. Once criteria is selected, click "Search."

Note: Recommended search settings are pictured.

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Service Type: Co-op Experience
Search criteria:
Selected Term - Term Selected - Spring (April 2013-June 2013) Group Jobs - Yes

Return
to Job Search

Return
to Job Search Options

Items per page: 50   Change

(A)=Approved/Available × (P)=Pending approval × (I)=Inactive × (C)=Cancelled

Records 1 to 50 of 65 shown

1 | 2

Round: A-round   Length: 6 months
Job Title / Job City (######) (I)   Repost
Total job openings: 1 × Job Location: Philadelphia's Pennsylvania Suburbs

Round: A-round   Length: 6 months
Job Title / Job City (######) (I)   Repost
Total job openings: 1 × Job Location: Philadelphia's Pennsylvania Suburbs

Step 6:
Review search results and click "Repost" for the desired position.

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Service Type: Co-op Experience
Job: Job Title / Job City (#####)
Originating Term: Spring (April 2013-June 2013)
Openings: 0
Length: 6 months

Use the **Back** button to return to the Search Results page without reposting this job.
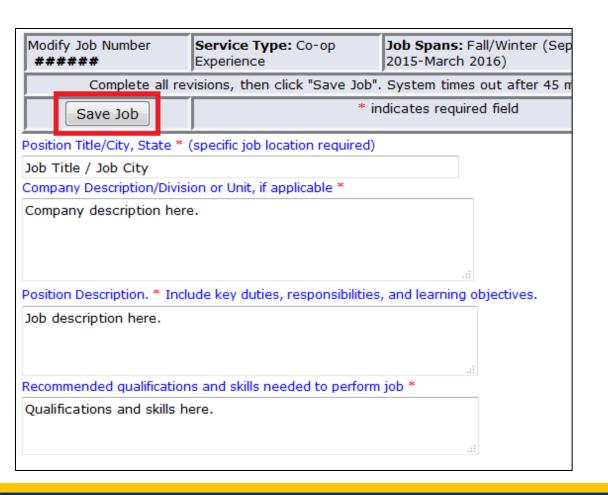
Repost job into term:

○ **Currently Active**
Fall (September 2013-January 2014) **Term**

◉
Spring (March 2014-June 2014)

[Repost]

Step 7:
Choose the co-op cycle start term and click "Repost."

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Modify Job Number ######	**Service Type:** Co-op Experience	**Job Spans:** Fall/Winter (Sep 2015-March 2016)
Complete all revisions, then click "Save Job". System times out after 45 m		
Save Job	* indicates required field	

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

Job Title / Job City

Company Description/Division or Unit, if applicable *

Company description here.

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

Job description here.

Recommended qualifications and skills needed to perform job *

Qualifications and skills here.

Step 8:
Edit the job description as needed and click "Save Job."

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

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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.