Reposting a Co-op Job

Step 1:
Log in to employer.steinbright.drexel.edu using your existing Drexel credentials.
Reposting a Co-op Job

Step 2:
Click “History.”
Step 3:
Search for previously posted jobs by job number, co-op cycle, job title or student who held the job. Once criteria is selected, click “Apply.”

Recommendation: Group results by job (default) and keep “Most recent only” checked
**Reposting a Co-op Job**

<table>
<thead>
<tr>
<th>Job #</th>
<th>Term</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>+</td>
<td>Spring/Summer (March 2015-Sept 2015)</td>
<td>Job Title / Job City</td>
</tr>
<tr>
<td>+</td>
<td>Spring/Summer (March 2015-Sept 2015)</td>
<td>Job Title / Job City</td>
</tr>
</tbody>
</table>

**Step 4:**
Review search results and click repost icon, 🔄, for the desired position.
Reposting a Co-op Job

Step 5:
Choose the co-op cycle start term and click “Repost.”
Step 6:
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/.

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.

Feedback on the new system?
Let us know!

Visit our co-op recruiting calendar.