

Reposting a Co-op Job



DREXEL UNIVERSITY
Steinbright
Career Development Center

CO

Secure Access Login

User ID:

PIN:

Need assistance?

Have feedback?
Contact your co-op coordinator or the [Steinbright Operations team](#).

Step 1:

Log in to

employer.steinbright.drexel.edu

using your existing Drexel credentials.

Reposting a Co-op Job

DREXEL UNIVERSITY
Steinbright
Career Development Center

CO-OP
EMPLOYER
PORTAL

April 15, 2015
[Help](#) - [Logout](#)

Home **History**

APRIL 2015 today < >

Mon	Tue	Wed	Thu	Fri
30	31	1	2	3
6	7	8	9	10
13	14	15	16	17
Post A-Round Co-op Job Descriptions for Fall/Winter 2015-2016				
20	21	22	23	24
Post A-Round Co-op Job Descriptions for Fall/Winter 2015-2016				
27	28	29	30	1
Post A-Round Co-op Job Descriptions for Fall/Winter 2015-2016 Deadlines: Post				

[A-Round](#) [B-Round](#) [C-Round](#) [Deadline](#)

Coordinator

Coordinator: Coordinator Name
coordinator@mail@drexel.edu
(215) 895-####

Access SCDCOnline

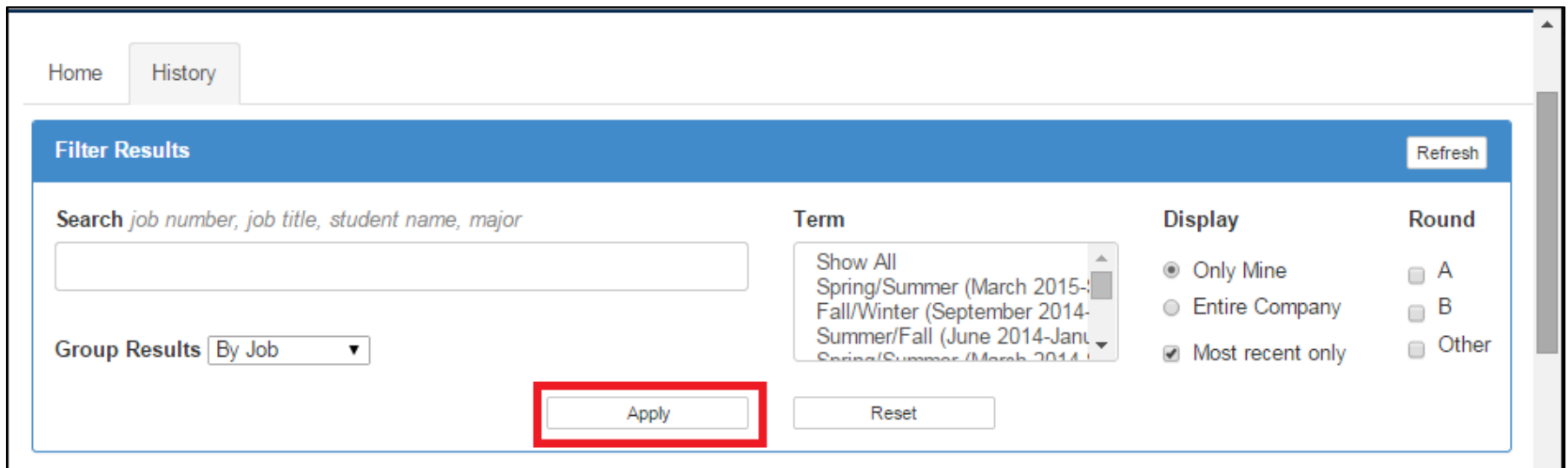
[Manage Co-op Jobs](#)
[Schedule On-Campus Interview Reservations](#)
[Complete Student Performance Evaluations](#)

Quick Links

[Full Co-op Recruiting Calendars](#)

Step 2:
Click “History.”

Reposting a Co-op Job



The screenshot shows a web interface for filtering job results. At the top, there are tabs for 'Home' and 'History'. Below this is a blue header bar labeled 'Filter Results' with a 'Refresh' button on the right. The main area contains several search and filter options:



- Search:** A text input field with placeholder text: *job number, job title, student name, major*.
- Group Results:** A dropdown menu currently set to 'By Job'.
- Term:** A dropdown menu with options: 'Show All', 'Spring/Summer (March 2015-)', 'Fall/Winter (September 2014-)', 'Summer/Fall (June 2014-Jan)', and 'Spring/Summer (March 2014-)'.
- Display:** Three radio button options: 'Only Mine', 'Entire Company', and 'Most recent only' (which is checked).
- Round:** Three checkbox options: 'A', 'B', and 'Other'.
- Buttons:** An 'Apply' button is highlighted with a red rectangle, and a 'Reset' button is located to its right.

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

Job # ▲ ▼		Term ▲ ▼	Title ▲ ▼	Contact ▲ ▼	Repost	<input type="checkbox"/>
<i>Please note: Resumes are the most recent version for each student, if available. Email addresses are the students' official Drexel email addresses and may be out of date for alumni.</i>						Export CSV Select (0/31)
+ #####	Spring/Summer (March 2015-Sept 2015)		Job Title / Job City	Contact Name		<input type="checkbox"/>
+	Spring/Summer (March 2015-Sept		Job Title / Job City	Contact		<input type="checkbox"/>

Step 4:

Review search results and click repost icon, , for the desired position.



Reposting a Co-op Job

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

Use the **Back** button to return to the Search Results page without reposting this job.

Repost job into term:

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

Spring (March 2014-June 2014)

Step 5:

Choose the co-op cycle start term and click “Repost.”



Reposting a Co-op Job

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 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/>.

Questions?

Contact your co-op coordinator.

Feedback on the new system?

[Let us know!](#)

[Visit our co-op recruiting calendar.](#)

