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."

Reposting a Co-op Job

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

Step 4:

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

Reposting a Co-op Job

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

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) ◉

[Repost]

Step 5:
Choose the co-op cycle start term and click "Repost."

DREXEL UNIVERSITY
Steinbright
Career Development Center

Reposting a Co-op Job

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.*](#)