

# Posting 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](https://employer.steinbright.drexel.edu)

using your existing Drexel credentials.

# Posting a Co-op Job

The screenshot displays the CO-OP EMPLOYER PORTAL interface. At the top, the Drexel University Steinbright Career Development Center logo is on the left, and the date 'April 15, 2015' with 'Help - Logout' links is on the right. Below the header, there are navigation tabs for 'Home' and 'History'. A calendar for 'APRIL 2015' is shown, with dates 13, 14, 15, 16, 20, 21, 22, 23, 24, 27, 28, 29, and 30 highlighted in green. The text 'Post A-Round Co-op Job Descriptions for Fall/Winter 2015-2016' is visible on several dates. On the right side, there are three main sections: 'Coordinator' (with contact info for 'coordinatoremail@drexel.edu'), 'Access SCDCOnline' (with a red box around the 'Manage Co-op Jobs' link), and 'Quick Links' (with a link to 'Full Co-op Recruiting Calendars').

## Step 2:

Click “Manage Co-op Jobs.”

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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 3:

Click “Add a new job.”



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

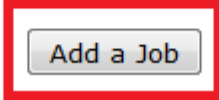
Current - Fall/Winter (September 2014-March 2015) ▾  
Current - Fall/Winter (September 2014-March 2015)  
Spring/Summer (March 2015-Sept 2015)



**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 4:

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

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be system assigned

Complete all revisions, then click "Save Job". System times out after 4

**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 5:

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.

*Feedback on the new system?*

[Let us know!](#)

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

