How to Post a New or Existing Co-op Employer Guide

Posting a New or Existing Co-op Position in NUWorks Instructions

1. Select the “Jobs” Tab (on the left hand-side)
2. Go to “Job Postings”
3. Go to “Post A Job” (scroll down to the bottom)
4. If posting an **existing** position, go to “Copy or Repost Position” and use the drop down menu.

*If you do not see the position you would like to repost, click on “Show Archived” to select previously posted positions.*
5. If posting a new job, make sure to select Co-op as your position type and select the correct work term.

"Work Term" is defined as follows:
- Spring YEAR= January-June
- Fall YEAR= July-December

6. From the College drop down menu, select College of Science. If you know your primary co-op contact select that person from the drop down menu. If you don't already have a contact or have forgotten their name, you can leave blank. Either way, your position will get posted and a member of the co-op team will contact you.