



Northeastern University

College of Science

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)

The screenshot shows the NUWorks interface. At the top, there's a red header with 'NUworks' and user icons. A left sidebar contains navigation options like Home, Employer Profile, Jobs, Job Postings, Student Resumes/Applications, Job Shadow, Archived Jobs, Career Fair Jobs, Publication Requests, Interviews, Events, Resume Books, Exp. Learning, Surveys, Calendar, and My Account. The main content area is titled 'Job Postings' and includes a search bar with a 'Search' button, a 'Clear' button, and a 'More Filters' link. Below the search bar, there's a 'No Records Found' message with a red arrow pointing to a 'Post A Job' button.



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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.

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Position Information

Please Note: On-Campus Interviewing (OCI) positions should be entered in the On-Campus Interviewing (OCI) section.


* indicates a required field

Copy or Repost Position

Pick a position from which you would like to copy data.
Please review and edit your job title when copying a job

Position Type *

For help with selecting a Position Type, please see the [job posting help](#) page for full





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5. If posting a *new job*, make sure to select Co-op as your position type and select the correct work term.

* indicates a required field

Position Information

Position Type *

For help with selecting a Position Type, please see the [job posting help](#) page for full descriptions of each type.

Co-op

Full Time / Part Time

Internship

Copy Existing

Pick a position from which you'd like to copy data

Please review and edit your job title when copying a job

Display Contact Information To Students

If checked, please provide information in 'Contact Information' field

Job Details

Work Term *

View the [job posting help](#) page for descriptions of each Work Term and Length

Please use the Winter term for CPS Grad postings only

"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..