

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)

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S Employer Profile	Job Postings
윤 Jobs	
Job Postings Student Resumes/Applications	If you are hiring for a remote position, we recommend including the word "Remote" in both the job title and description for greater xisibility.
Job Shadow Archived Jobs	< Job Postings (non-OCR) Student Resumes/Applications (non-OCR) Multi-School Postings (Paid) Job Shadow Archived Jobs >
Career Fair Jobs Publication Requests	Keywords (searches job title, ID, description, and organization name: min. 3 characters).
P Interviews	
芭 Events	Contact Name
Resume Books	
Exp. Learning	
🖹 Surveys	Search Clear More Filters
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	6
	No Records Found
	Post A Job



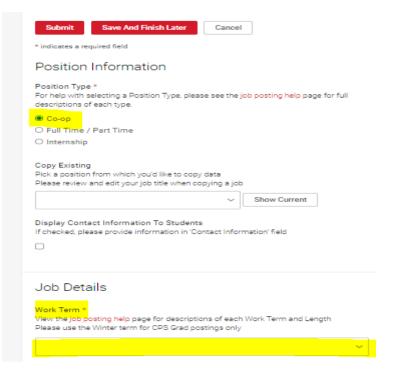
4. If posting an *existing* position, go to "Copy or Repost Position" and use the drop down menu.

If you do not see the position you would like to repost, click on "Show Archived" to select previously posted positions.

Image: state Image: state
* indicates a required field
Position Information
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
Show Current



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 <u>YEAR</u>= January-June Fall <u>YEAR=</u> 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..