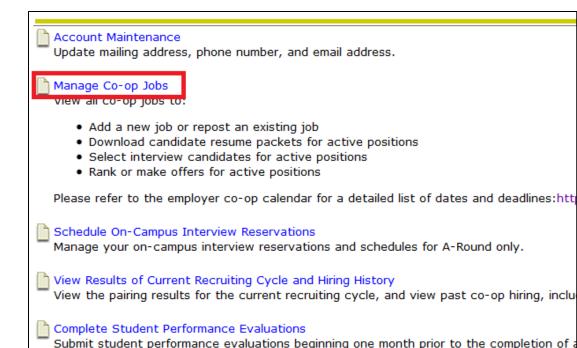


Step 1:

After logging in, click "Steinbright Career Development Center Services".





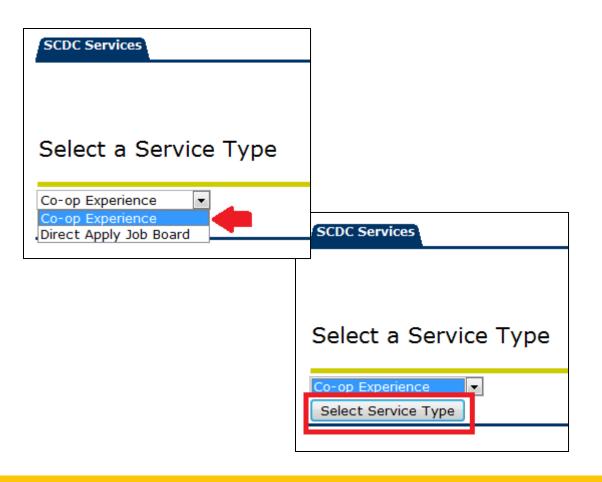
View or post all non co-op positions (including positions for graduating students and recei

Step 2: Click "Manage Co-op Jobs".



DragonJobs

Reset your PIN



Step 3:

Select "Co-op Experience" from the drop-down menu and then click "Select Service Type".



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.

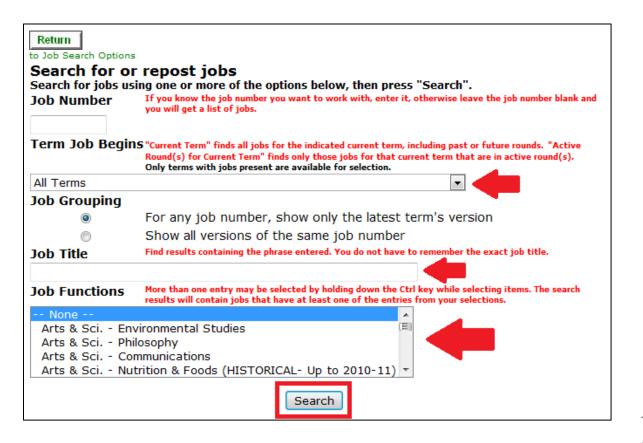
Add a new job Add a brand new job to the system from scratch.

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 4:
Click "All Jobs".



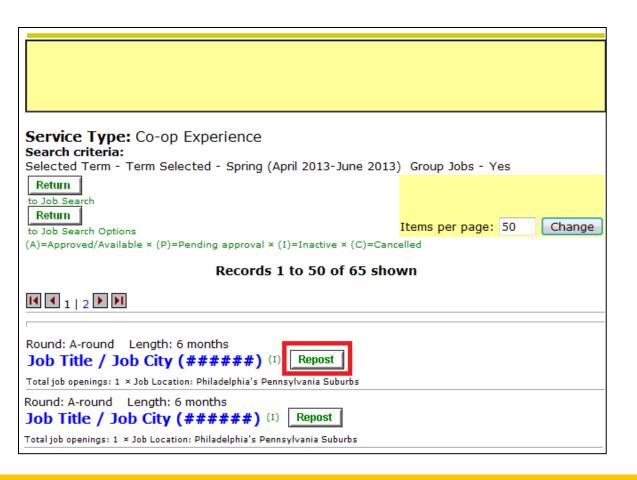


Step 5:

Search for previously posted jobs by job number, co-op cycle, job title, or job function. Once criteria is selected, click "Search".

Note: Recommended search settings are pictured.





Step 6:

Review search results and click "Repost" for the desired position.



Service Type: Co-op Experience
Job: Job Title / Job City (#####)
Originating Term: Spring (April 2013-June 2013)

Use the Back button to return to the Search Results page without reposting this job.

Repost job into term:

Currently Active
Fall (September 2013-January 2014) Term

Winter (January 2014-March 2014)

Spring (March 2014-June 2014)

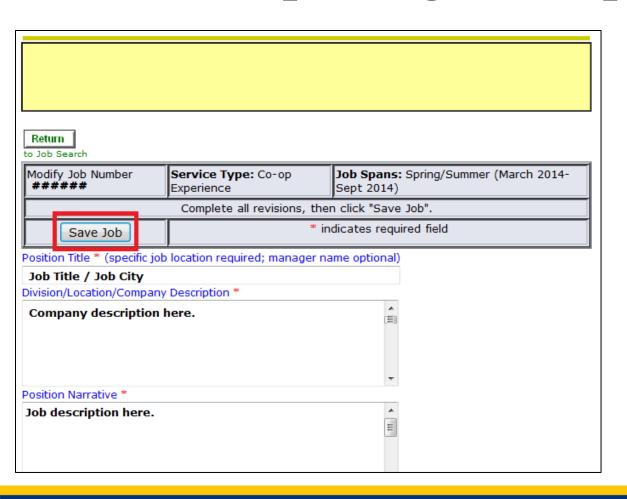
Summer (June 2014-Sept 2014)

Step 7:

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

Note: To participate in the co-op program, you should select either "Fall" or "Spring".





Step 8:

Edit the job description as needed and click "Save Job".

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.

Visit our co-op recruiting calendar.

