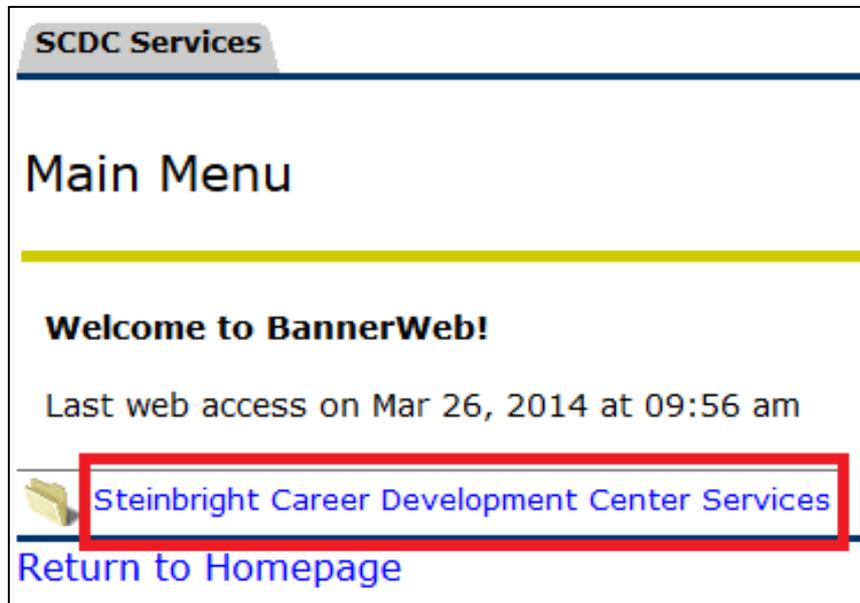


Reposting a Co-op Job



SCDC Services

Main Menu

Welcome to BannerWeb!

Last web access on Mar 26, 2014 at 09:56 am

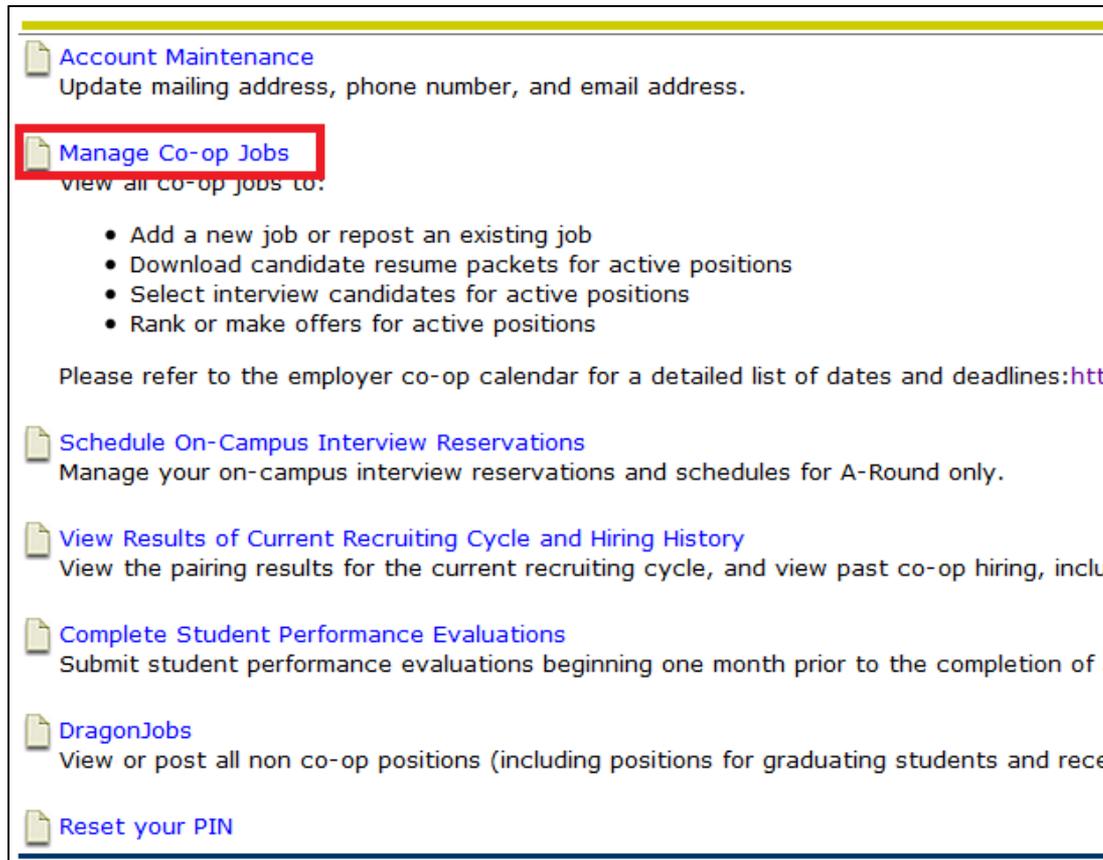
 [Steinbright Career Development Center Services](#)

[Return to Homepage](#)

Step 1:

After logging in, click “Steinbright Career Development Center Services.”

Reposting a Co-op Job



[Account Maintenance](#)
Update mailing address, phone number, and email address.

[Manage Co-op Jobs](#)
view all co-op jobs to:

- Add a new job or repost an existing job
- Download candidate resume packets for active positions
- Select interview candidates for active positions
- Rank or make offers for active positions

Please refer to the employer co-op calendar for a detailed list of dates and deadlines:[http](#)

[Schedule On-Campus Interview Reservations](#)
Manage your on-campus interview reservations and schedules for A-Round only.

[View Results of Current Recruiting Cycle and Hiring History](#)
View the pairing results for the current recruiting cycle, and view past co-op hiring, inclu

[Complete Student Performance Evaluations](#)
Submit student performance evaluations beginning one month prior to the completion of a

[DragonJobs](#)
View or post all non co-op positions (including positions for graduating students and rece

[Reset your PIN](#)

Step 2:

Click “Manage Co-op Jobs.”



Reposting a Co-op Job

The image shows two screenshots of a web interface titled "SCDC Services". The top screenshot shows a "Select a Service Type" section with a drop-down menu containing three options: "Co-op Experience", "Co-op Experience", and "Direct Apply Job Board". A red arrow points to the second "Co-op Experience" option. The bottom screenshot shows the same interface, but the "Co-op Experience" option is selected and highlighted in blue. A red box highlights the "Select Service Type" button below the menu.

Step 3:

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



Reposting a Co-op Job

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.”



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Reposting a Co-op Job

[Return](#)
to Job Search Options

Search for previous jobs

Search for jobs using one or more of the options below, then click "Search".

Job Number If you know the job number you want to work with, enter it, otherwise leave the job number blank and you will get a list of jobs.

Term Job Begins "Current Term" finds all jobs for the indicated current term, including past or future rounds. "Active Round(s) for Current Term" finds only those jobs for that current term that are in active round(s). Only terms with jobs present are available for selection.

Current Term - Spring (March 2014-June 2014)

Job Grouping

For any job number, show only the most recent version of the job description

Show all versions of the same job number

Job Title Find results containing the phrase entered. You do not have to remember the exact job title.

Majors More than one entry may be selected by holding down the Ctrl key while selecting items. The search results will contain jobs that have at least one of the entries from your selections.

-- None --

Arts & Sci. - Environmental Studies

Arts & Sci. - Philosophy

Arts & Sci. - Communications

Arts & Sci. - Nutrition & Foods (HISTORICAL- Up to 2010-11)

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.



Reposting a Co-op Job

Step 6:

Review search results and click “Repost” for the desired position.

Service Type: Co-op Experience

Search criteria:
Selected Term - Term Selected - Spring (April 2013-June 2013) Group Jobs - Yes

[Return](#)
to Job Search

[Return](#)
to Job Search Options

Items per page: 50 [Change](#)

(A)=Approved/Available × (P)=Pending approval × (I)=Inactive × (C)=Cancelled

Records 1 to 50 of 65 shown

◀◀ 1 | 2 ▶▶

Round: A-round Length: 6 months
Job Title / Job City (#####) (I) [Repost](#)

Total job openings: 1 × Job Location: Philadelphia's Pennsylvania Suburbs

Round: A-round Length: 6 months
Job Title / Job City (#####) (I) [Repost](#)

Total job openings: 1 × Job Location: Philadelphia's Pennsylvania Suburbs



Reposting a Co-op Job

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

Openings: 0
Length: 6 months

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

Repost job into term:

Fall (September 2013-January 2014) **Currently Active**
Term

Spring (March 2014-June 2014)

Step 7:

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



Reposting a Co-op Job

Modify Job Number #####	Service Type: Co-op Experience	Job Spans: Fall/Winter (Sep 2015-March 2016)
Complete all revisions, then click "Save Job". System times out after 45 m		
Save Job	* indicates required field	
Position Title/City, State * (specific job location required)		
Job Title / Job City		
Company Description/Division or Unit, if applicable *		
Company description here.		
Position Description. * Include key duties, responsibilities, and learning objectives.		
Job description here.		
Recommended qualifications and skills needed to perform job *		
Qualifications and skills here.		

Step 8:

Edit the job description as needed and click “Save Job.”

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.

Visit our co-op recruiting calendar.



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