

**Drexel University Co-op Job Description and Contact Form**

\*Please note: once your position is **approved**, an account will be created for you.  You will then have access to post a **detailed job description** in our online database.  You *must* post the position to this online database in order to advertise to Drexel students.  This document is simply an overview for the approval process.

**Position Title:**

**Company Description (a brief description; include the mission, your website, newsworthy items, etc.):**

**Job Description (a brief description; include fundamental job responsibilities and qualifications, etc.):**

**Number of openings:**

**Desired Major (visit the link below for a list of Drexel majors- must select at least 1):**

[**http://www.drexel.edu/undergrad/academics/majors/**](http://www.drexel.edu/undergrad/academics/majors/)

**Company Name:**

**Company Address:**

**Company Website:**

**Contact Name and Title:**

**Contact Email:**

**Contact Phone Number:**

**Have you ever been a Drexel Student?**

**If so, what year did you graduate?**

**Have you ever been a Drexel Employee?**

**Please return this form to** [**SCDC Business Development**](mailto:businessdevelopment@drexel.edu?subject=Drexel%20Co-op%20Job%20Description%20Form%20-%20INSERT%20COMPANY%20NAME%20HERE)

**(If hyper link does not work please email to** [***businessdevelopment@drexel.edu***](mailto:businessdevelopment@drexel.edu?subject=Drexel%20Co-op%20Job%20Description%20Form%20-%20INSERT%20COMPANY%20NAME%20HERE)**)**

**Thank you for your support and we look forward to working with you!**