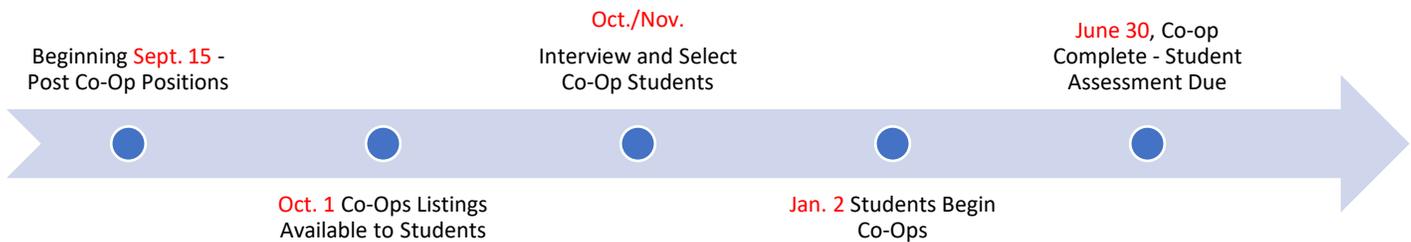


Hello!

Whether you are new to working with the Roux Institute or have hired a co-op in a previous cycle, you are receiving this note as a reminder and encouragement to post job openings with us – for both co-ops and full time positions. We are excited to provide our students with opportunities at organizations like yours where they can learn, grow and contribute, while helping to solve your talent needs.

Preparation for our next co-op cycle (**January - June**) will begin in September. Below is a timeline to show key dates so you can plan to fit tasks associated with co-ops into your workstream.



- **Posting a Role and Reviewing Candidates**
 - [NUworks](#) is our central database to post co-ops and review candidates
- **Post a New Role**
 - Login to [NUworks](#) and select *Create Job Posting* from menu on right. Select *Co-op* for Position Type, and fill-in *Job Details*, *Application Instructions*, and *Qualifications*. Be sure to select your co-op coordinator contact name under The Roux Institute. Click *Submit* to submit posting for approval.
- **Repost an Existing Role**
 - Login to [NUworks](#) and select *Create Job Posting* from menu on the right. Under *Copy or Repost Position* select drop down to choose from previous postings. Verify *Job Details*, *Application Instructions*, and *Qualifications*. Click *Submit* to submit posting for approval.
- **Posting Tips**
 - Add recruiting timeline (resume review, interview dates) & company culture details to posting.
 - Once your job is posted and approved in [NUworks](#), students can view and apply immediately. Begin interviewing and extending offers as soon as you find the right fit for your position.

Additional Information:

- **The Roux Institute:** <https://roux.northeastern.edu/>
- **Northeastern General Co-op Resources:** <https://careers.northeastern.edu/employers/co-op/>
- **Employer Handbook of Co-op Policies and FAQs About Hiring Students:** <https://careers.northeastern.edu/article/employer-guide/>
- **COVID-19 Guidance:** <https://careers.northeastern.edu/article/flexible-co-op-hiring/>

Feel free to connect with questions. Kelli Murphy, Director of Experiential Learning, k.murphy@northeastern.edu