

Co-op Employer Quickstart Guide

Northeastern University uses NUworks as our co-op recruitment platform, which you can access at <https://nuworks.northeastern.edu/employers>.

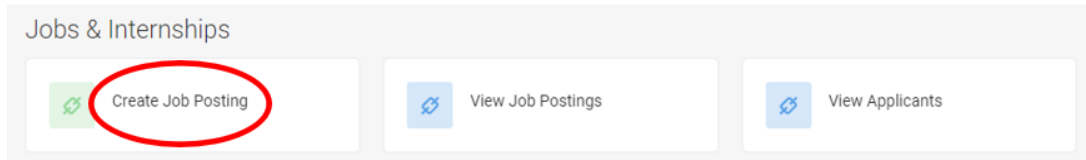
Do I have an account in NUworks?

If you have posted at least one job since 2018, your account can be accessed in NUworks. A [password retrieval link](#) is available on the [login](#) page.

If you have never posted a co-op position, or if you have not posted recently, [you can register for an account here](#).

How do I post a job?

After logging in, scroll to the bottom of the page and under the Jobs & Internships section click “Create Job Posting”.



If you posted a co-op position last semester, once you select “Create Job Posting” you may choose to “Copy or Repost Position”. From there, select a position from the drop-down list will pre-load the form with data from your previous posting.

If you don’t have a recent posting or if you’d like to post a new position, simply complete the form with all of the required fields. For “Position Type”, select “Co-op” as this will populate the appropriate fields for you to complete.

Co-op positions will be reviewed and approved by a Co-op Coordinator based on your selection of a Primary Northeastern Contact. If you do not have a working relationship with a Co-op Coordinator, please select only “D’Amore-McKim School of Business” and we will assign a Co-op Coordinator to you after review.

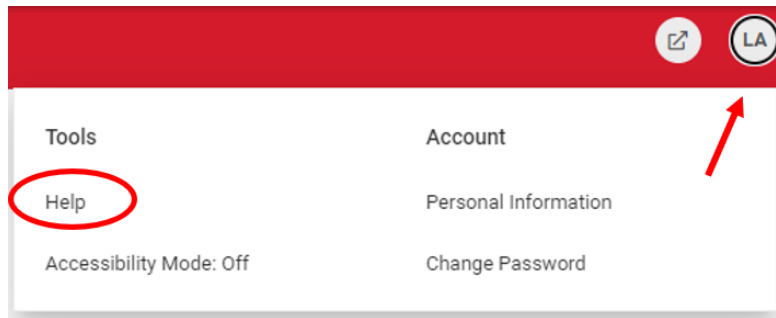
Choose	DONE	BACK
<input type="radio"/> Arts, Media & Design	<input type="button" value="➤"/>	<input type="radio"/> Amy Bass
<input type="radio"/> Bouve College of Health Sciences	<input type="button" value="➤"/>	<input type="radio"/> Aryn Sherman
<input checked="" type="radio"/> D'Amore McKim School of Business	<input type="button" value="➤"/>	<input type="radio"/> Brooke Johnson
<input type="radio"/> Engineering - Departmental	<input type="button" value="➤"/>	<input type="radio"/> Cathy Merlo
<input type="radio"/> Engineering - MGEN	<input type="button" value="➤"/>	<input type="radio"/> Charles Bognanni
<input type="radio"/> Khoury Computer Science	<input type="button" value="➤"/>	<input type="radio"/> Dorin Thibault
<input type="radio"/> Professional Studies	<input type="button" value="➤"/>	<input type="radio"/> Elisha Clark
<input type="radio"/> Science	<input type="button" value="➤"/>	<input type="radio"/> Elizabeth Larson
<input type="radio"/> Social Sciences and Humanities	<input type="button" value="➤"/>	<input type="radio"/> Eric Winter
		<input type="radio"/> Erica Sands
		<input type="radio"/> Ernest Mauristhene

You will receive an email notification when your position is approved and posted for students to view and apply. Please check the posting to ensure the details accurately reflect the co-op position(s) you have available with your company.

NUworks empowers employers to interact directly with the system and with candidates for hire. Employers are highly encouraged to post their co-op positions directly to NUworks themselves to optimize the pool of eligible candidates. For more information about the recruitment cycle and tips for creating co-op job descriptions, please review our [D'Amore-McKim Co-op Employer FAQ](#) page.

Where can I find more NUworks help?

NUworks provides targeted help throughout the system. To access the help system, click your initials in the page header, then "Help." A list of topics related to the page you are on (e.g. Job Postings) will be displayed.



Questions?

Contact your Co-op Coordinator or email DMSBCoopJobs@northeastern.edu to establish a relationship with the D'Amore-McKim School of Business Cooperative Education team. For additional information about the co-op program recruitment cycle and posting a co-op position, please visit our [Employer](#) page.