

■ ■ Co-op Job Posting Template

Thank you for your interest in potentially hiring one of our KPU Co-op students! Your support of our students is crucial!

If you are already in Career Connection, the next step is posting your job. You can fill out the form below and do one of the following:

- 1) Submit the job directly from Career Connection and use this form as a guide, or
- 2) Fill out this form and send it to us at co-op@kpu.ca

- **Job title:** _____

- **Job description** (*responsibilities, tasks, required qualification, eligibility*):

- **Job type** (select one):

- In-person Remote Hybrid

- **Length of the contract** (select all that may apply):

- 4 months 8 months 12 months

- **Location of work:** _____

- **Number of positions available:** _____

- **Contact information for the position:**

- **Name:** _____
- **Email:** _____
- **Title:** _____
- **Phone #:** _____

- **Required documents for application (select all that apply):**

- Resume/cover letter (always set for Co-op positions) Transcript
- Writing sample Other (specify): _____

- **Application deadline**

Note: we recommend at least a two-week window; Co-op jobs are posted for approximately 10-14 days unless specified otherwise; format is DD/MM/YYYY

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- **Benefits and perks:**

Note: we highly recommend sharing with students any detail that would make them even more interested in the opportunity. Examples would be office accessibility, flexible schedule, benefits, snack bar, positive corporate culture, casual office dress code, special programs, training programs, etc.

Welcome **TO KPU!**

- **Application instructions** (if any):

- **Resume delivery method** (select one):

- Applications sent by email in a packet after the deadline (Note: this is the default delivery method if no other is specified)
- Applications sent by email individually as students apply
- Applications submitted through the company website (Note: if you select this delivery method, please ensure that you provide your company website URL and details in the previous Application Instructions section)