

NORTHEASTERN UNIVERSITY
STUDENT EMPLOYMENT OFFICE
CO-OP JOB DESCRIPTION FORM

FOR SEO USE ONLY	
CLASSIFICATION:	_____
DATE APPROVED:	_____
APPROVAL SIGNATURE:	_____

Title of Position: _____ Supervisor: _____

Department: _____ Phone Number: _____

Briefly state the primary purpose or role of this position: _____

List major duties and responsibilities:

<input type="checkbox"/>	%	1.	_____
<input type="checkbox"/>	%	2.	_____
<input type="checkbox"/>	%	3.	_____
<input type="checkbox"/>	%	4.	_____
<input type="checkbox"/>	%	5.	_____
<hr/>			
100 %			

Specific responsibilities:

Will the incumbent:	YES	NO
-perform any bookkeeping or accounting duties? Examples:	<input type="checkbox"/>	<input type="checkbox"/>
-handle confidential materials pertaining to sensitive personnel or business issues? Examples:	<input type="checkbox"/>	<input type="checkbox"/>
-operate any machines or equipment? Examples:	<input type="checkbox"/>	<input type="checkbox"/>
-work independently; referring only questionable cases to the Supervisor? Examples:	<input type="checkbox"/>	<input type="checkbox"/>

Qualifications:

Not Preferred Essential
Necessary

Previous related experience is:
If 'essential', explain:

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Incumbent's college major must be closely related to the position:
If 'essential', explain:

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Based on the amount of theory and previous work experience
Required, an upperclassman is:
If 'essential', explain:

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Working knowledge of any specialized equipment is:
If 'essential', explain:

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Please specify minimum qualifications not identified above:

Co-op Coordinator: _____ Phone: _____

Is this a new co-op position: _____ NO _____ YES, to begin on: _____
(Date)

This position is funded through:
_____ Federal Work Study Grant
_____ University Budget # _____
_____ Government Research, Contract or Grant

Date

Department Head Signature