

Co-op Job Posting Template



Company Information

Organization Name	
Division (if applicable)	
Job Contact Name	
Job Contact Email	
Location	
Modality (on-site, remote, hybrid)	

Job Information

Job Title	
Job Description	
Job Requirements	
Salary	
Hours Per Week	
Start Date/End Date	



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Receiving Applications

Check one of the following options:

- Email applications in a bundle after job expiration date
- Email each application as it is submitted
- Access through the organization applicant tracking system:

URL:	
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Application Information

Application Deadline:	
Additional Application Information/Instructions	
Required Application Documents	