

## Advertising my Co-op Position

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**PatriotJobWeb:** Post your openings in PatriotJobWeb, Mason's personalized job search engine. PJW allows students and alumni easy viewing access to current openings for internships, co-op positions and other experiential learning opportunities. Call University Career Services at 703-993-2370 for more information.

**Academic Departments/Majors:** Determine which academic majors fit with your organization's experiential learning assignments. Career Services can assist you in making your selections and promoting your positions to the appropriate departments.

**College Relations:** To build your organization's name among students and broaden your pool of applicants, engage in some on-campus activities. Develop relationships with student organizations, attend job fairs or volunteer to participate in employer events sponsored by Career Services.

**Broadside:** Get exposure by placing an ad in *Broadside*, Mason's student newspaper. For more information, call the classified ad rep at 703-993-2880 or visit [broadsideonline.com](http://broadsideonline.com).

### University Career Services

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Student Union Building I, Room 348  
[careers.gmu.edu/employer/recruit/wee/coop/faq.cfm](http://careers.gmu.edu/employer/recruit/wee/coop/faq.cfm)  
703.993.2370

Hours:  
Monday through Friday 8:30am to 5pm  
Tuesdays til 7pm when classes are in session  
Fridays til 3pm during the summer

Connecting  
to your Future



# Employer Guide to Cooperative Education

 **GEORGE MASON UNIVERSITY** University Career Services

UNIVERSITY LIFE LIVING • LEARNING • LEADING

[careers.gmu.edu](http://careers.gmu.edu)

## What is Cooperative Education?

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Mason students have many talents and traits that benefit employers: enthusiasm, dedication and an eagerness to work with excellence. Co-op is a program connecting our students to employers.

In exchange for their work, employers provide students with real world experience in the student's selected area of study. At least 80% of the student's time must be spent on tasks related to their field with assignments increasing in responsibility over time.

In order to participate, students must meet our eligibility requirements. Career Services monitors the student's progress through online evaluations and phone or site visits each semester.

Before beginning, students take an orientation session to learn the purpose, policies and expectations of the Co-op Program. After completing their co-op experience, students receive a notation of participation on their academic transcript.

### Co-op Web Site

[careers.gmu.edu/employer/recruit/wee/coop/faq.cfm](https://careers.gmu.edu/employer/recruit/wee/coop/faq.cfm)

## How to Participate

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To fill a position in your company with a co-op student, the hiring process mirrors that of an intern or temporary employee:

- Determine your company's hiring needs.
- Develop a job description.
- Identify a supervisor that will mentor and develop the student.
- Advertise the position in PatriotJobWeb, Mason's job database.
- Interview candidates.
- Make an offer.
- Complete the required George Mason University Cooperative Education Work Agreement forms.

## Co-op Staff Members

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Jennifer Antonini, Co-op Coordinator  
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Debbie Zuiker, Co-op Program Assistant  
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## Designing a Co-op Position

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While there are many factors that determine a successful co-op experience, the work assignment is a key element. Here are some tips for creating a quality position:

- Review job descriptions of current employees and determine what work can be augmented. Develop a student co-op assignment using this information.
- Involve the manager who will be responsible for supervising the co-op student in the development of the job description.
- Be sure that 80% or more of the student's tasks are career-related and build on the student's academic knowledge.
- Develop co-op positions that will challenge students. Don't underestimate their abilities.
- Remember that Mason students learn quickly and want to contribute meaningful work to your organization.
- Students will need to develop clear objectives for the learning they want to achieve while at your company. Be prepared to discuss these with your student workers.