Management Co-op Team:
Cross-referral Process for Students Outside of DMSB

What are Management jobs?
Management co-op jobs are classified in the areas of “General Management”, “Human Resources”, “Management Information Systems”, “Supply Chain Management” and “Consulting” within the D’Amore-McKim School of Business.

The Management Team Co-op Coordinators who work with these positions are: Elinor Levine, Andrea Dropkin and Elizabeth Larson.

What to do before your Cross-Referral Meeting:
1. Rank the positions that you are interested in (very or moderately interested).
2. Check the job description to determine that it is managed by either Elizabeth Larson, Andrea Dropkin or Elinor Levine and whether a cross-referral meeting is required.
3. Meet with your own Coordinator and get a cross-referral on MyNeu COOL prior to your meeting with Andrea, Elinor or Elizabeth. Please note that you can meet with either Andrea, Elinor, or Elizabeth for any job managed by one of them – you do not need to meet with the specific coordinator who manages the job that interests you.

How to See a Coordinator:
- **Referral walk-ins** begin the week of Monday, February 8th:
  - Elizabeth Larson, 139E Richards on Mondays between 2:30-3:30 PM.
  - Elinor Levine, 139D Richards on Thursdays between 2:00-3:00 PM.
  - Andrea Dropkin, 138D Richards on Wednesdays between 9:00 – 10:00 AM.
- If these walk-in hours don’t match your schedule, you or your Coordinator may email Natalie Wadia, Co-op Counselor (n.wadia@neu.edu) to find a convenient time.

What to Bring:
1. Copy of your resume.
2. Be prepared to discuss the job description and how you meet the qualifications of the job.

Additional Information:
We encourage you to review the Reflection Brochures of past co-op students and review the On-campus Presentation Calendar for employer presentations.
**To access Reflection Brochures and the On-campus Presentation Calendar take the following steps:**
  1. Log onto MyNeu
  2. Click on the Experiential Learning/Co-op Tab
  3. Click on the Link – D’Amore-McKim Reflection Brochures and/or On-campus Presentation Calendar

We look forward to working with you.