Meeting with a Health Sciences Coordinator:
(fyi- as of 2.19.16 - they will not send students from other colleges to Bouve jobs until sometime after 3/28)

Their process:
Bouve sends their students first to all of their jobs.
As of March 28, 2016 Health Sciences will mark the jobs they need more resumes for with the Hot job Symbol 🔥. If you meet the qualifications:

1. Select very interested (and request to apply) in the database,
2. ask your co-op coordinator to cross refer you
3. and schedule an appointment to meet with the Bouve coordinators.

*So, if the job you have been referred to is not “hot”, you can still go and meet with them, but they wouldn’t send your resume until they hear that that employer needs more. But they can talk to you about other openings, and encourage that you apply to those (so a meeting could still be helpful)

How to See a Health Sciences Coordinator – starting after March 28, 2016 (if the job is on campus or work-study funded - you do not have to wait to meet with them for these jobs)

- Please do NOT email them …they have too many emails to sort through already😊
- Set up an appointment with Lisa or Dierdre through my NEU (or go to walk –in hours) - for after April ____ (TBA)
- Lisa Foster 203 Robinson x3450 L.foster@neu.edu
- Dierdre Jordan 203 Robinson x 5496 D.jordan@neu.edu

What to Bring:
- Copy of your resume
- Copy of the job description(s) - On the back of each job description, write down why you are interested in the position and why you are qualified.
- Unless this is your first co-op, a copy of your performance evaluation from past co-op experience

You must follow these instructions in order to be considered