2013 N.U.in ISA Co-op Position
Special Application Procedures Checklist

**DEADLINE:** All Steps below must be completed in order and done by March 15, 2013

**Note:** Applications will be accepted and reviewed on a rolling basis beginning January 7, 2013

In order to be considered by the N.U.in Staff as an ISA applicant, you must have accomplished the following tasks:

1. Talk with your co-op coordinator to be placed in the correct pattern of attendance (co-op in Summer 2/Fall).

2. Update and review your resume, upload a new one to COOL, get released (by your co-op coordinator) to see jobs in myNEU COOL

3. Review the International Student Advisor job description in myNEU COOL

4. Rank job as “very interested” AND “request to apply” in myNEU COOL

5. Complete the supplemental application – you will not be considered until this is done. Supplemental application at this [link](#).

   *Please note: You may not apply to a particular location. ISAs are placed based on the suitability of the needs of the N.U.in site with the candidates skill set.

6. Attend an interview if invited. There will be multiple rounds of interviews.

More information on The N.U.in Program, including a detailed description of ISA responsibilities can be found at this [link](#).