Examples of Co-op Positions in Sociology, Cultural Anthropology and Human Services

http://www.northeastern.edu/ashcoop/students/examples_coop/

STUDENTS IN THESE MAJORS ARE TYPICALLY INTERESTED THESE TYPES OF WORK:

- Non-Profit Management
- Direct Care
- Research
- Education

AND IN WORK WITHIN THESE SECTORS:

- Local, State, Federal Government
- Health Care
- K-12 Education (schools, after-school programs)
- Mental Health and Other Social Services
- Higher Education
- Other non-profits:
  - Museums
  - Environmental organizations
  - International development organizations

The following descriptions represent actual positions that NU Co-op Students hold or have actually held.

**Conference Coordinator (event planning)**
Assist in the operation of: 14,000 square feet of function space with 26 separate conference rooms, 4 amphitheatres, 3 computer labs.
- Provide highest level of food and beverage service; demonstrate professionalism with guests, co-workers, and management
- Assist with sales dept - focus on excellent customer service, outstanding employee relations while increasing revenues for our clients and owners
- Coordinate work flow - update and chase delegated tasks to ensure progress on deadlines
- Take initiative in manager's absence; keep projects on schedule
- Maintain procedures manual to ensure consistent performance of routines

**Junior Account Coordinator - Marketing**
Assist marketing firm that specializes in both multicultural marketing and general advertising in five specialized areas: healthcare, education, mission-based, and services.
- Attend and assist in administration of focus group sessions; complete administrative tasks
- Conduct research on markets using Internet resources; compile and analyze feedback gathered from news articles and advertisements from local papers

**Residential Counselor (available in mental health or developmental disability settings)**
Provide daily, direct rehabilitative assistance with residents. Teach skills for independent living and safety.
- Collaborate with residents, other program staff, and caregivers in development, implementation, and evaluation of individual resident's Program Specific Treatment Plans
- Assess and implement procedure for psychiatric, medical, or any other resident emergency
- Inform clients of availability of desired mental health and rehabilitative services; assist with access
- Inform clients of vocational, religious worship, recreational, medical services, educational, etc.
- Inform clients of other housing opportunities both within DMH system and in larger community
Human Resources Coordinator
Assist in the administration of human resource programs and projects to support the mission and strategic plans of this rapidly growing global non-profit organization. Through purposeful, authentic, and meaningful projects and tasks, the HR Coordinator will gain essential professional skills and deepen his/her understanding of human resource functions in the non-profit sector.
Potential support/project areas include:
- Staff recruitment, on-boarding initiatives, performance management, succession management
- Talent development, communication and employee relations
- Compensation and benefits, and systems solution

Teacher’s Assistant (available in special education or mainstream settings)
Aid in the day to day operation of a classroom for children. Support the team’s efforts in providing students with safe, healthy, stimulating and supportive learning environment that supports students' progression across his/her Individualized Education Program.
The TA will: (in a special education environment)
- Provide feedback to special educator about student skill development
- Support therapy and play activities -interpret students' needs from subtle expression of sound, physical orientation, gesture and facial expression (many of the students are not verbal)
- Assist students in meeting personal care needs throughout the school day, including oral food consumption, tube feedings, toileting, dressing, and hygiene
- Implement instructional plans, student evaluation process, and daily schedule of events and activities
- Organize classroom space and resources

Government or Non-profit Organizations
There are positions assisting with (to name a few)
- Civil rights issues
- International reproductive rights
- Immigrant support
- Job readiness for homeless or transitional populations
- Development, fund-raising, grant-writing

Opportunities in Higher Education
There are positions assisting with (to name a few)
- Admissions Office
  - Give tours, assist with prospective students and parents, admissions process, and applicant pool
- Student Center
  - Facilitate events in student center; supervise staff
  - Schedule spaces in campus center for events and meetings
  - Assist student organizations with event planning
- Center of Community Service
  - Facilitate the center of community service volunteer opportunities and campus events
- Some Academic Departments
  - Assist with research, conferences, events, and clerical tasks

Opportunities in grant funded programs (supporting communities and/or non-profit organizations)
There are positions assisting with (to name a few):
- Hotlines
- Medical programs; research and client support
- Community Centers and programs (arts programs, youth skill building, after school programs)
- Event planning