

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



[http://www.northeastern.edu/ashcoop/students/examples\\_coop/](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

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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 disabilities 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