

TYPICAL MOUNT CO-OP STUDENT JOB FUNCTIONS

Public relations students can:

- Write and edit communication materials
- Monitor media
- Assist with special events
- Research
- Manage website content
- Prepare media kits

Business Administration students can:

- Provide front-line service delivery in banks and financial service departments
- Manage marketing and communication activities
- Perform various accounting functions
- Set up conference and meetings

Tourism and Hospitality Management students can:

- Professionally answer all guest inquiries regarding hotel services and surrounding areas
- Establishing a personal rapport with the guests in order to learn about their needs
- Use available resources to provide tourism information to visitors to assist with itinerary development
- Several types of services such as banquet, bartending and waiting on tables

Please note: Tourism students are available in the summer term only.