Sample Business Co-op Job Descriptions
The following job descriptions are examples of work recently undertaken by business students on co-op work terms:

**eCare Project Manager Assistant**

**Responsibilities**
To assist the manager of clinical software integration and standards with project management and related activities in this large clinical systems initiative you will be expected to:

- develop communication bulletins and carry out communication activities according to the eCare communication plan;
- develop training schedules for clinical staff;
- participate in weekly team meetings;
- work with a clinical analyst to implement user access for physicians;
- work with physicians to communicate changes and provide support;
- perform data analysis and mapping;
- provide support to working teams as required; and
- perform other related duties as assigned.

**Skills Required**

- Ability to communicate effectively both verbally and in writing.
- Ability to work and collaborate with others effectively.
- Ability to organize work.
- Ability to work independently.

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**WAN Marketing Assistant**

**Key Responsibilities**
As a member of the WAN product management team, you will be engaged in key projects and initiatives to drive new revenues and improve processes. While partnered with a mentor/coach, you will support the product managers in all phases of product marketing. In these roles, you will be expected to:

- demonstrate strong analytical abilities;
- perform gap analysis and develop recommendations for improvement;
- contribute to business case development;
- create process maps and investigate and recommend process improvements for efficiency gains; and
- research and evolve product life cycle plans.

**Required Knowledge**

- Understanding of marketing principles and levers and the relationships between them (e.g. pricing, market share, value propositions, demand drivers, customer marketing, customer segmentation, product life cycle management, sales incentives, etc.)
- Understanding of the sales cycle.
Required Skills and Abilities

- Proficiency with MS Word, Excel, PowerPoint, Access and Outlook.
- Excellent communication (verbal and written) and interpersonal skills.
- Strong organizational skills.
- Strong team-work focus.
- Strong analytical and problem-solving skills.
- Ability to work independently.

Public Works and Government Services Canada Audit Student

Key Responsibilities
The Office of the Auditor General of Canada conducts a broad range of audits and studies of federal government programs. We have an opportunity for a co-op student to join the Public Works and Government Services Canada (PWGSC) audit team. Your assignment will involve working on value-for-money audit to examine how PWGSC manages the standing offer process with a focus on compliance to authorities in the contracts and transactions related to these activities. Your job will involve conducting background research on specific issues in support of the value for money audit on standing offers. You will work closely with audit staff performing compliance testing, collecting and analyzing documents required for the preparation of an Auditor General Chapter which is presented to Parliament.

Skills Required
The student will need to have the necessary technical competencies, an ability to work well within a team environment and be capable of doing a wide variety of support activities. He or she will also need to demonstrate initiative and a good ability to write and communicate information.

Banquet Server

Responsibilities

- Provide prompt, courteous and efficient food and beverage, and audiovisual services for the banquet department, including the bar services.
- Provide a consistently high standard of service in areas such as meeting set-ups, turnovers, registration areas and all meal functions related to group.
- Ensure a clean and safe working environment.
- Report any deficiencies in equipment or level of supplies to the banquet manager or assistant banquet manager, assistants or a banquet captain.
- Effectively handle customer concerns.
- Participation in departmental meetings, interdepartmental meetings, shift line-ups and incentive programs.
• Provide prompt, courteous and efficient food and beverage service in both the Tom Wilson Dining Room and the Victoria Room (summer season), including the bar services.
• To adhere to all environment polices and procedure as required.

**Skills Required**
• Sound knowledge of wines is an asset.
• Minimum one year in a similar function in food and beverage, preferably banquets or conventions.
• Post secondary education in hotel food and beverage management is an asset.
• Self-motivated decision maker.
• Displays high initiative requiring minimal supervision.
• Bartending skills are an asset.
• Experience using the InfoGenesis system.