

## Job Posting:165226 - Position: S25 Co-op Student - Technology Specialist, Digital Workplace (Productivity and Collaboration) 165226 E1

**Co-op Work Term Posted:** 2025 - Summer  
**App Deadline** 02/05/2025 09:00 AM  
**Application Method:** Through Employer Website  
**Posting Goes Live:** 01/08/2025 07:42 PM  
**Job Posting Status:** Expired

### ORGANIZATION INFORMATION

**Organization** Equitable Life of Canada  
**Postal Code / Zip Code** N2J 4C7  
**Province / State** Ontario  
**Country** Canada

### JOB POSTING INFORMATION

**Placement Term** 2025 - Summer  
**<b> Job Title <b>** S25 Co-op Student - Technology Specialist, Digital Workplace (Productivity and Collaboration) 165226 E1  
**Position Type** Co-op Position  
**Job Location** Waterloo, ON  
**Country** Canada  
**Duration** 4 months  
**Salary Currency** CAD  
**Salary** Salary Not Available, 0 Major List

#### Job Description

**Job Title: Co-op Student - Technology Specialist, Digital Workplace (Productivity and Collaboration)**

**Job ID: #2603**

**Work Term:** May 5, 2025 - August 22, 2025

At Equitable, we realize that your work life is not just about performing a job; it's about being part of a workplace that helps you grow and reach your full potential. Within our friendly and collaborative work environment, we recognize that the key to our growth and success is a dedicated, motivated and client-responsive staff. Join Equitable today.

**Work Arrangements:** This is a hybrid role. You will work in our office in Waterloo, ON a minimum of two (2) assigned, consecutive days every other week, plus a fifth (5th) assigned day per month. You are welcome to work from the office more than the minimum requirement and there may be some roles that are required to work in our office more than the minimum requirement.

**The Opportunity:** As a Co-op - Technology Specialist, Productivity & Collaboration, you will be part of an amazing team responsible for the planning, design, implementation, and operations of Equitable's productivity and collaboration systems. This is a fantastic opportunity to gain hands-on experience in the dynamic IT world while contributing to real projects that impact employees and clients.

This role is perfect for a problem solver who thrives in an ever-changing environment. If you enjoy teamwork, rolling up your sleeves to tackle challenges, and making someone's day by solving their technical issues, this role is for you. At Equitable, we value those who are committed to learning, constantly improving, and building strong bridges across teams.

You'll also assist in providing technical support for corporate events, executive-level meetings, and special 'white-glove' services.

This position will help you develop skills in delivering client care, troubleshooting, and working collaboratively in a professional environment.

**Why join our team?**

- Gain valuable real-world experience in an enterprise IT environment.
- Work alongside a supportive and collaborative team that values your growth.
- Develop technical and professional skills that will boost your career.
- Participate in meaningful projects that have a direct impact on the organization.

**What you will be doing:**

- Collaborate with the IT team to implement and maintain corporate policies, standards, and procedures for Equitable's technical systems.
- Support the design and implementation of shared infrastructure systems and applications across organizational functions.
- Assist with troubleshooting and resolving technical issues related to hardware, software, and collaboration tools.
- Perform hands-on configuration, upgrades, or replacements of hardware and software components.
- Inspect and document processes to identify opportunities for improving workflow and enhancing efficiencies.
- Monitor system performance and capacity usage to ensure operational availability.
- Participate in identifying and implementing solutions that improve the quality and reliability of systems and products.
- Provide end-user guidance and training for productivity and collaboration technologies.

**What's in it for you:**

- A healthy work-life balance with employee wellness top of mind
- We value open, honest communication between team members, challenging each other to continually improve
- Employee resource groups that support an inclusive work environment
- An onsite full-service cafeteria with a variety of daily options
- Regular EQ Together events focused on company togetherness and collaboration
- Compensation package includes:
  - In Lieu of Benefits - 4% added to each bi-weekly pay
  - In Lieu of Vacation - 4% added to each bi-weekly pay
- Employer provided equipment
- Opportunity to participate in our buddy program dedicated to Co-op students

*As part of the recruitment/offer process you will be required to:*

- Undergo a criminal background check

This role is open due to an existing vacancy.

To learn more about Equitable, we encourage you to explore our organization.

At Equitable, we are committed to providing equal access to employment opportunities across our organization. Please contact our HR team at [careers@equitable.ca](mailto:careers@equitable.ca) if you would like to receive our job postings in an alternative format or require an accommodation with the application process.

## **Job Requirements**

**What you will bring:**

- Candidates must be currently enrolled in a post-secondary program that includes a Co-operative (Co-op) work component
- Knowledge of Microsoft Windows desktop platforms and Office 365 applications.
- Familiarity with desktop/notebook hardware technologies, collaboration tools, and audio-visual systems.
- Eagerness to learn, adapt, and contribute in a team environment.
- Problem-solving mindset with a strong focus on client satisfaction.
- Basic understanding of ITIL processes, including Incident, Request, and Problem Management.

**Citizenship Requirement** N/A

## **APPLICATION INFORMATION**

**Application Procedure** Through Employer Website

**Cover Letter Required?** Yes

**Address Cover Letter to** Hiring Manager

### **Special Application Instructions**

**Application Link:**

<https://can242.dayforcehcm.com/CandidatePortal/en-US/equitable/Posting/View/13034>

Please click the "I intend to apply to this position" button on SCOPE and also submit your application via the employer's website. Applications are accepted on a rolling basis and the posting may be expired at any time by the employer as submissions are received. Students should submit their applications as soon as they are ready.