

## Job Posting:166051 - Position: S25 Co-op and Career Path Student - IT 166051

**Co-op Work Term Posted:** 2025 - Summer  
**App Deadline** 02/11/2025 11:59 PM  
**Application Method:** Through Employer Website  
**Posting Goes Live:** 01/22/2025 01:30 PM  
**Job Posting Status:** Expired

### ORGANIZATION INFORMATION

**Organization** City of Kelowna  
**Country** Canada

### JOB POSTING INFORMATION

**Placement Term** 2025 - Summer  
**<b> Job Title <b>** S25 Co-op and Career Path Student - IT 166051  
**Position Type** Co-op Position  
**Job Location** Kelowna, BC  
**Country** Canada  
**Duration** 4 months  
**Salary Currency** CAD  
**Salary** 25.31 per hour for 35 Major List

#### Job Description

**Job Title:** Co-op and Career Path Student - IT

**Job ID:** CK53556P

**Application Deadline:** February 11, 2025

Are you looking for a chance to put your education into practice? Take it to the next level with a Co-op and Career Path Student position with the City of Kelowna!

This is a great opportunity to gain practical work experience in a busy corporate IT department at the City of Kelowna. This position will work alongside the IT team to assist with our help desk tickets and with general IT work. You will perform technical work including troubleshooting problems, and coding and testing web applications.

**Co-op and career path student positions run from May through August.** Enrolment in a formal co-op program is not required. Eligible candidates will be enrolled in and returning to school in the subsequent academic year and have strong communication, teamwork, customer service, and problem-solving skills.

#### Duties - Union

- Monitoring Help Desk application, JIRA.
- Communicating through email and Teams messaging to various city staff.
- Taking notes during meetings.
- Researching potential technology solutions.
- Data-entry and documentation updating

#### Pay Rate:

\$25.31 per hour plus 14% in lieu of vacation, statutory holidays and benefits

#### Job Requirements

##### Credentials - Union

- Enrolled in a technology-related education program at post-secondary institution
- Experience working in IT an asset

•Knowledge of Jira, MS Teams, MS Copilot, MS Word, Excel, and PowerPoint preferred, experience with MS Power Platform optional.

**Physical Demands**

**Student program eligibility requirements:** You must be attending school, college or university during the last school term and returning to your studies in the subsequent academic year. VERIFICATION WILL BE REQUIRED. Enrolment in a formal co-op program is not required.

International students must be attending school full time, possess a valid study permit and may require a valid co-op work permit when applying for a co-op position. Please note that international students can only participate in co-op work terms for up to 50% of their total program of study (example: a 2 year diploma program is limited to two co-op work terms).

The City of Kelowna is committed to being an organization that values and reflects its community's diverse population, and to fostering an equitable, inclusive and progressive work environment where everyone can be their authentic self and feels a sense of belonging.

**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://careeropportunities.kelowna.ca/postings/15458>

**Application Deadline:** February 11, 2025

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.