

Job Posting:166202 - Position: S25 Recreation Software Support, Co-op Student 166202

Co-op Work Term Posted: 2025 - Summer
App Deadline 02/14/2025 09:00 AM
Application Method: Through Employer Website
Posting Goes Live: 01/24/2025 01:55 PM
Job Posting Status: Expired

ORGANIZATION INFORMATION

Organization City of Brampton
Address Line 1 2 Wellington St. W
City Brampton
Postal Code / Zip Code L6Y 4R2
Province / State ON
Country Canada

JOB POSTING INFORMATION

Placement Term 2025 - Summer
** Job Title ** S25 Recreation Software Support, Co-op Student 166202
Position Type Co-op Position
Job Location Brampton, ON
Country Canada
Duration 4 months
Work Mode Hybrid
Salary Currency CAD
Salary 21.04 per hour for 35 Major List
Salary Range \$ \$21.04 - \$25.21 (Year 1 - Year 4)
Job Description

Job Title: Recreation Software Support, Co-op Student

Job ID: 2025-9113

Application Deadline: February 28, 2025

AREA OF RESPONSIBILITY:

Reporting to the Supervisor, Planning and Operational Excellence, this position is responsible for providing support for the City of Brampton's recreation software, Xplor Recreation. The Co-Op student will collaborate with other members of the Administrative Services team to test features and update documentation, update and create new resources for staff, troubleshoot issues and respond to staff inquiries, and perform audits. This placement will provide hands on experience with our recreation software and support building the division knowledge base. This role will provide experience with problem solving, analysis, and written and verbal communication skills in a software administrator setting.

Work with Administrative Services team members to troubleshoot issues and provide support to staff on recreation software. The following are indicative of the work that will be required:

- Testing new and existing features across all staff and client profiles, including detailed documentation
- Reviewing existing training materials for consistency and accuracy
- Creating new training materials for staff

- Testing issues identified by staff to identify root causes, escalating to the vendor as appropriate.
- Supporting ongoing audits, including system configuration audits and transaction audits

Job Requirements

SELECTION CRITERIA:

Education:

- Student must be enrolled in any University or College Co-Op. Proof of enrollment letter will be requested prior to placement offer.
- Interest in information technology and/or software engineering.
- Intermediate level proficiency or better using MS Office Suite.
- Understanding of software development is an asset.
- Excellent problem solving, analytical, oral and written communication skills.
- Demonstrated ability to work both independently and collaboratively with attention to detail.
- Ability to effectively communicate complex ideas while collaborating and managing multiple projects.

Other Skills And Assets:

***Preference will be given to students that have a permanent residency in Brampton.*

***Various tests and/or exams may be administered as part of the selection criteria.*

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://careers-brampton.icims.com/jobs/9113/recreation-software-support%2c-co-op-](https://careers-brampton.icims.com/jobs/9113/recreation-software-support%2c-co-op-student/job?mobile=false&width=942&height=500&bga=true&needsRedirect=false&jan1offset=-480&jun1offset=-420)

[student/job?mobile=false&width=942&height=500&bga=true&needsRedirect=false&jan1offset=-480&jun1offset=-420](https://careers-brampton.icims.com/jobs/9113/recreation-software-support%2c-co-op-student/job?mobile=false&width=942&height=500&bga=true&needsRedirect=false&jan1offset=-480&jun1offset=-420)

Application Deadline: February 28, 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.