

## Job Posting:165272 - Position: S25 Software Engineering Co-op/Internship 165272 E1

**Co-op Work Term Posted:** 2025 - Summer  
**App Deadline** 01/31/2025 09:00 AM  
**Application Method:** Through Employer Website  
**Posting Goes Live:** 01/16/2025 10:10 AM  
**Job Posting Status:** Expired

### ORGANIZATION INFORMATION

**Organization** British Columbia Investment Management Corporation (BCI)  
**Address Line 1** 750 Pandora Ave  
**City** Victoria  
**Postal Code / Zip Code** V8W 0E4  
**Province / State** BC  
**Country** Canada

### JOB POSTING INFORMATION

**Placement Term** 2025 - Summer  
**<b> Job Title <b>** S25 Software Engineering Co-op/Internship 165272 E1  
**Position Type** Co-op Position  
**Job Location** Victoria, BC  
**Country** Canada  
**Duration** 4 months  
**Work Mode** Hybrid  
To be confirmed  
**Salary Currency** CAD  
**Salary** 0.0 per hour for 0 Major List  
**Salary Range \$** \$2,090 - \$2,260 biweekly  
**Job Description**

#### The Details

- Work term: 4 Months (May - August 2025)
- Department: Technology
- Office Location: 750 Pandora Avenue, Victoria, BC
- Spend your off hours exploring beautiful Victoria and Vancouver Island
- All co-ops/internships will need to be completed in person at our Victoria office with the option to work one day per week from home. Please note, some positions are not eligible for hybrid work.

#### Closing Date: January 30, 2025

Use your technical and problem-solving skills to help support our business clients with the many applications that they use. The British Columbia Investment Management Corporation (BCI) is currently seeking a Software Engineer Co-op/Intern to support our Enterprise Solutions team and the team's internal clients for the Summer 2025 work term (May to August).

#### WHAT YOU NEED TO KNOW

BCI manages a globally diversified portfolio of assets valued at \$250.4 billion and is one of Canada's largest institutional investors. We invest globally to support pension and other funds for more than 30 clients based in British Columbia. We are proud to have

been chosen as one of Canada's Top 100 Employers and BC's Top Employers. These national and provincial competitions recognize employers who offer exceptional workplaces for their employees.

The Software Engineer Co-op/Intern will work within our Technology department. They will be responsible for assisting the team in planning and delivering complex information systems assignments to ensure assigned applications are operational, current, and aligned to the Corporation's business needs. This is a great opportunity for you to learn and apply your knowledge to support a wide variety of applications used by our business clients.

#### **WHO YOU WILL WORK WITH**

The Technology department is responsible for developing technology solutions that contribute to the achievement of BCI's mission and long-term goals. The department manages the corporation's business applications and information technology infrastructure, providing support to a large group of financial professionals. The department is also responsible for authoring technology-related directives and conducting disaster recovery planning to minimize risk to the corporation's delivery of investment services.

The Enterprise Solutions team works with other Technology teams as well as internal client departments and vendors to create, configure, implement, and administer a portfolio of vendor and web-based applications.

#### **WHAT YOU WILL BE DOING**

- Provide analytical and programming support for the development of new applications, and enhancement of existing custom, hosted, and packaged applications
- Perform day to day resolution tasks for problems that arise on complex systems on a variety of platforms
- Research complicated problems; works with business representatives in defining design specifications and technical solutions, providing appropriate systems and/or business solutions
- Present system solutions to clients, both verbally and by means of documentation to gain consensus for application enhancements and problem fixes
- Translate user requirements into technical specifications
- Identify system inadequacies and efficiencies and recommend improvements
- Engage with vendors to address operational needs
- Participate in the change control processes for software releases and application upgrades
- Assist in the progression of systems changes through the application environments ensuring proper testing and approvals
- Documents changes to procedures, applications, and data stores using standard tools and templates
- Conduct business analysis sessions with clients - translates business needs into technical specifications employing workflow diagrams, data analysis and joint application reviews
- Develop support documentation such as operational support model and technical user guides.
- Maintain support documentation and content into the application Jira and Confluence space repository
- Participate in Kanban/Scrum to coordinate user stories and tasks in support of product owners
- Provide or arrange training on new procedures and applications functionality
- Support the team members in daily operational tasks and special projects or assignments

#### **WHAT WE OFFER**

- Career development and training provided by experienced IT professionals to help build current industry skills
- The chance to do work that will challenge and stimulate you
- Work with a dynamic team in a fast-paced environment
- The development of real-world skills at one of the largest institutional investors in Canada
- Exposure to some of the most talented, approachable, and inspiring people in the industry
- The ability to opt-in for access to Dialogue, a user-friendly app that offers virtual primary care, employee and family services, and mental health supports
- Time to connect with co-op students & interns at BCI - build your network and shared learning
- BCI investment professionals lead a monthly Investment Club to share industry knowledge with employees who work in other departments
- 2 paid days per year for volunteering
- Competitive pay: Mid / Back Office: \$2,260.00 gross bi-weekly or \$2,090.00 gross bi-weekly + vacation leave paid based on 6% of salary (\$2,260.00 gross biweekly for those with (or working towards) a graduate degree or joining the Investment Strategy & Risk department and \$2,090.00 gross biweekly for those with (or working towards) an undergraduate degree, diploma, or certificate)
- Travel: if coming to Victoria for this work term, BCI will provide a fixed-rate travel allowance based on your location

At BCI, we value diversity and believe in fostering an inclusive culture where all employees can be successful.

We are performance and client focused and value integrity; if you share these values, we want to know you.

We recognize that some skills can be learned on the job and encourage all to apply.

If you require an accommodation for the recruitment process (including alternate formats of materials, accessible meeting rooms or other accommodations), contact us at [co-op@bci.ca](mailto:co-op@bci.ca).

We would like to hear from you!

## Job Requirements

### REQUIRED SKILLS

- University-level knowledge of related courses (e.g., computer science)
- Analytical, problem solving and design experience, and expertise in the use of programming tools and techniques
- Technical writing skills
- Familiar with source control tools (e.g. Git)
- Familiar with creating workflow diagrams and flowchart processes
- Ability to use Excel, PowerPoint, Word, and Outlook
- Experience supporting third-party products and hosted solutions is an asset
- Familiar with Agile methodologies and processes is an asset
- Knowledge of finance and capital markets is desirable
- Team player who has the drive to continue learning, excel, and grow in a team oriented and dynamic environment
- Ability to communicate clearly and concisely, both orally and in writing
- Exhibit a high level of professionalism and excellent interpersonal skills
- Strong relationship-building and customer service abilities, proactive, results oriented and resourceful
- Ability to meet deadlines while maintaining accuracy, excellent product quality and attention to detail
- Exhibit dedication to hard work, commitment to the highest ethical standards, and an eagerness to learn

**Citizenship Requirement** N/A

## APPLICATION INFORMATION

**Application Procedure** Through Employer Website

**Cover Letter Required?** Yes

**Address Cover Letter to** Hiring Manager

### Special Application Instructions

Job closed

Application Link: [https://bci.wd10.myworkdayjobs.com/en-US/BCI\\_Careers/details/Software-Engineering-Co-op-Internship--Summer-2025-\\_JR101052?q=Software%20Engineering%20Co-op/Internship%20\(Summer%202025\)](https://bci.wd10.myworkdayjobs.com/en-US/BCI_Careers/details/Software-Engineering-Co-op-Internship--Summer-2025-_JR101052?q=Software%20Engineering%20Co-op/Internship%20(Summer%202025))

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.