

Job Posting: 190105 - Position: Intern

Co-op Work Term Posted: 2020 - Fall
App Deadline 08/18/2020 10:00 AM
Application Method: Through UVic Posting System
Posting Goes Live: 08/11/2020 10:11 AM
Job Posting Status: Approved

ORGANIZATION INFORMATION

Organization Integral Group
Division Integral Group (Vancouver)

JOB POSTING INFORMATION

Special Job Requirements

Work Duration: 8 months (An 8 month employment period is registered as 2 separate, consecutive work terms)

Please **ONLY** apply if you are available for 8 months, and state your availability **CLEARLY** in your cover letter.

For Engineering Undergraduate Students: Before applying to this posting, it is your responsibility to have completed the appropriate pre-requisite courses for this length of work term, and to understand how this length of work term affects your academics. Engineering undergrads -- If this means you will be registered in a 5th or higher work term, the full co-op tuition fee (equal to two installments) will be charged for each additional work term above the mandatory four. See links below for more details.

- Engineering Tuition, installments - includes the statement *Students who opt to complete extra work terms outside of the Co-op fee installment structure should refer to "Undergraduate Tuition-Co-op program, per work term"*. <https://web.uvic.ca/calendar2020-01/undergrad/info/tuition/engineering-tuition.html>
- Undergraduate Tuition - the complete co-op fee. <https://web.uvic.ca/calendar2020-01/undergrad/info/tuition/undergrad-tuition.html>

Co-op Work Term 2020 - Fall
Position Type (Disclaimer: not all types available in all programs) Regular Co-op, Full Time
Co-op Work term Duration 8 Months Full Time (2 Work Terms)
Job Title Intern
Job Location Vancouver
Region BC-Greater Vancouver
Number of Positions 1
Work Abroad No

Job Description

JOB SUMMARY:

We are looking for a self-motivated learner who can quickly join our team and contribute to interesting and challenging projects. You will be an integral part of the team, working on multidisciplinary projects within the institutional and commercial buildings realm, many of which aspiring to sustainability goals.

The Intern works to support the day to day functions of a team within Integral Group by working as an integrated member of the design staff, conducting design work as coached and instructed by team members. The Intern will also actively work alongside an assigned mentor to grow in industry specific

knowledge and relevant experience while actively applying it to the projects in which they are working.

DUTIES AND RESPONSIBILITIES:

- Conduct design activities with supervision from senior staff
- Work with team members to produce design layouts and complete engineering calculations as required to support activities in the completion of a project
- Ensure Integral design processes and checklists are being followed
- Detailed check of all work prior to returning finished product to other team members
- Maximize positive impact on society through actions, designs and recommendations on each project
- Be knowledgeable of Integral's Corporate Social and Environmental Responsibility (CSER) report and initiatives
- Participate in team events, including; team meetings, brainstorming sessions and overall collaboration activities

MEASURES OF PERFORMANCE:

- Actively show an improvement in comprehension and foundational knowledge by demonstrating an increase in autonomy as internship advances
- Demonstrated interest in innovative ideas and trends in the construction/built-environment industry
- Effectively utilizes time
- Consistently demonstrates the ability to recognize and deal with priorities
- Completes commitments in an accurate and timely manner
- Cooperates and works closely with all staff members

Qualifications

QUALIFICATIONS:

- Currently enrolled at an academic institution or in transition between academic programs. Trained or training in a minimum of one of the following engineering or technology programs: Building Science, Building Services, Mechanical, Electrical, Systems

CORE COMPETENCIES AND SKILLS:

Positivity and Solution Seeking

- Seeks first to understand others in all interactions
- Values differences; removes barriers to progress
- Positive and active participation in groups
- Generates creative ideas and never complains

Personal Qualities

- Understands and aspires to represent Integral's vision, mission and core values
- Adapts well to change; accepts challenging work assignments; seeks learning opportunities
- Loyal and trustworthy; always takes a "group view"
- Expects and produces a good standard of work
- Maintains cooperative relationships with others

Proactivity

- Actively seeks opportunities; participates in major tasks
- Keeps promises under trying circumstances and proactively informs if not possible

Organization and Prioritization

- Demonstrates good organizational skills
- Organizes work processes and seeks to learn good work processes from others

Listening and Communication

- Active listener
- Is candid and tactful with everyone

Technical Ability

- Aware of applicable codes of practice and standards and demonstrates a willingness to learn
- Knows own limitations and when to seek instruction

For relevant employers as No

defined by the BC Criminal Review Act: Will this position require a co-op student to complete a Criminal Records check?

Minimum Academic Year Completed 1

Minimum Work terms Completed 0

Are there any restrictions that would hinder hiring of non-Canadian students with a valid work permit? No

APPLICATION INFORMATION

Application Procedure Through UVic Posting System

All Degrees and Disciplines No