

Job Posting: 176743 - Position: S26 Investigations Assistant Co-Op Student 176743B

Co-op Work Term Posted: 2026 - Summer
App Deadline 01/22/2026 11:59 PM
Application Method: Through UBC Science Co-op
Posting Goes Live: 01/08/2026 10:18 AM
Job Posting Status: Approved

ORGANIZATION INFORMATION

Organization BC Financial Services Authority (BCFSA)
Address Line 1 600 - 750 West Pender Street
City Vancouver
Postal Code / Zip Code V6C 2T8
Province / State BC
Country Canada

JOB POSTING INFORMATION

Placement Term 2026 - Summer
** Job Title ** S26 Investigations Assistant Co-Op Student 176743B
Position Type Co-op Position
Job Location Vancouver, BC
Country Canada
Duration 4 or 8 months
Work Mode Hybrid
Salary Currency CAD
Salary 50000.0 per year for 0 Major List

Job Description

BCFSA JOB TITLE: Investigations Assistant Co-Op Student
BCFSA JOB CLASSIFICATION: FSA Level 1
PEOPLE LEADER TITLE: Manager, Investigations
BCFSA BRANCH: Compliance & Enforcement Investigations
BCFSA DEPARTMENT: Financial Professionals
POSITION STATUS: Non-management
WORK ARRANGEMENT: Hybrid/Flexible

SUMMARY

The Co-op Student at BCFSA's Investigative Teams will conduct informational interviews, analysis and caseload management and support. They will gain regulatory exposure in British Columbia's financial sector, predominately real estate and mortgage services, and receive mentorship from seasoned regulatory investigators and counsel.

ACCOUNTABILITIES

- Utilizing software tools (e.g., MS Word, MS Outlook, Resolver, SharePoint) to prepare and send standardized letters by email, standard mail and registered mail;
- Conducting research on matters affecting our investigative work
- Assisting the managers of investigation with efficient and effective delivery of BCFSA's mandate, including
- Considering potential process improvements

- Assisting with individual complaints by auditing records received by BCFSA, conducting information searches (open source and through access to various databases) and communication with complainants over the phone or by email, to:
 - Collect further details about their complaint
 - Provide updates on the status of the complaint
 - Answer questions about BCFSA, its jurisdiction and procedures
 - Update case files in our case management software and other electronic databases
 - Assisting BCFSA's timely response to FOI requests related to complaints and investigations
 - Facilitating the sharing of information between BCFSA departments, such as accounting and legal, where appropriate
- Term Duration: This is a 4-month Investigations Assistant Co-op position aiming to start in May, with a potential to extend.

Job Requirements

JOB REQUIREMENTS

- Proficiency in using Microsoft Office suite of products (MS Outlook, Word, Teams, etc.);
- Experience gathering and analyzing information to interpret;
- Experience in academic research is considered an asset;
- Knowledge of administrative law is considered an asset;
- Experience in a regulated profession is considered an asset;
- Excellent written and verbal communication skills; and
- Excellent teamwork and information sharing skills.

EDUCATION

- Currently enrolled in third or fourth year post-secondary education courses leading to a diploma or Bachelor's degree or working toward a graduate degree in public administration, criminology, business, law, science or computer science; preference is given to candidates who have relevant training and experience (e.g., completed co-op term(s))

Citizenship Requirement N/A

APPLICATION INFORMATION

Application Procedure Through UBC Science Co-op

Cover Letter Required? Yes