

Job Posting: 178487 - Position: S26 Project Management Co-op Position (8-Month) 178487

Co-op Work Term Posted:	2026 - Summer
App Deadline	03/01/2026 11:59 PM
Application Method:	Through Employer Website
Posting Goes Live:	02/20/2026 02:57 PM
Job Posting Status:	Approved

ORGANIZATION INFORMATION

Organization	University of Victoria - Center for Aerospace Research
Address Line 1	Hangar 30-101 9800 McDonald Park Rd.
City	Sidney
Postal Code / Zip Code	V8L 5W5
Province / State	British Columbia
Country	Canada

JOB POSTING INFORMATION

Placement Term	2026 - Summer
 Job Title 	S26 Project Management Co-op Position (8-Month) 178487
Position Type	Co-op Position
Job Location	Sidney, BC
Country	Canada
Duration	8 months
Work Mode	In-Person
Salary Currency	CAD
Salary	3200.0 per month for 40 Major List
Job Description	

About UVic CfAR

The University of Victoria's Centre for Aerospace Research (UVic CfAR) has become a Canadian leader in Unmanned Air Systems research, design, integration, and testing. Our team of engineers, post-docs, and graduate and co-op students focus on creating cutting-edge designs from initial concepts to flight operations. Our office and workshop is located in beautiful Sidney, BC. See more about CfAR here: <https://www.uvic-cfar.com/>.

Description

Under general supervision of the Operations Manager, the Project Management Co-op will work primarily with the Operations team to work on various elements of project management, project coordination, reporting, and procurement management. Approximately half of the Project Management Co-op's time will also be spent doing technical work, under the supervision of the applicable team lead(s). CfAR has 3 main technical teams: Mechanical, Electrical/Avionics, and Flight Sciences/GNC. The applicant will work with the team aligned with their area of study and interest. The primary technical project the applicant will be working with is with one of CfAR's hybrid UAV designs, working on the design and implementation of the mechanical, electrical, or flight control systems. The individual must be capable of exercising sound engineering judgment using defined procedures to determine the appropriate action, whether that be in a technical or project management perspective. This position requires both written and verbal communication with internal and external personnel, with a primary focus on being able to summarize key project information for stakeholders. This position is an 8-month term. The Operations team consists of three full time team members which the selected

applicant will be working alongside of. Depending on the applicant's area of study, the applicant will also be working alongside 1 to 3 other co-ops in their technical work.

The selected applicant can expect to work 40 hours a week (Monday to Friday, 9AM to 5PM), with a salary of \$3,200/month paid in two installments (on the 15th and the last day of the month). This role is an in-person position.

Responsibilities

- Assist with various aspects of CfAR project management and coordination, including
- Participating in project planning and status meetings to provide updates to our clients.
- Completing financial and progress reports on a monthly and quarterly basis.
- Making material purchases to support the work of the technical teams.
- Maintaining and monitoring project management documents/databases.
- Communicate effectively with the CfAR technical leads to understand project/task status and project risks/issues, to be able to summarize and report useful information to clients and managers.
- Supporting the document control process for project coordination and record keeping.
- Liaise with suppliers and procure parts, materials and equipment.
- Designing of aircraft components, including designing for manufacture and assembly.
- Manufacturing and integration of designed components to prepare flight test vehicle for flight.
- Development of BOMs for prototype, production and quotation activities.
- Supporting design review activities.
- Support team in the development of continuous improvement activities of existing products and procedures within the organization.
- Assist with preparing regular CfAR social media updates, as well as other CfAR outreach activities.
- Assist with writing of project proposals for potential new CfAR projects.
- Performs other duties as assigned.

If you are interested in performing flight testing field work outside of Victoria for 2-week periods up to three times a year, please indicate so in your cover letter.

Job Requirements

REQUIRED:

- **Education:** Engineering or Computer Science Student, please indicate your field of study in your cover letter.
- **Strong interest in engineering project management.**
- Familiarity with project management tools such as Gantt charts.
- Strong verbal and written communication skills.
- Ability to comprehend complex engineering documentation, project plans and schedules, technical specifications, scientific and technical journals.
- Strong MS Office skills (Excel, Outlook, Word, etc.)
- Ability to work independently with minimal supervision.
- Able to commute to Sidney office daily.
- Must be eligible to work legally in Canada.

PREFERRED:

- Education in project management, accounting, organizational behaviour, or other similar areas (can be in-progress, such as pursuing a Business minor with your degree).
- Experience with RC models, specifically RC aircraft.
- Experience with hands on manufacturing, including machine shop equipment, basic electronics, or soldering.
- Experience with SolidWorks, Altium, and/or MATLAB.
- Experience with engineering teams/clubs, especially in lead roles.
- Advanced RPAS license.

Application Instructions

Applicants must submit their cover letter, resume, and unofficial transcript via email to apply.cfar@uvic.ca. Incomplete applications will not be considered due to volume of applications received. Please indicate in your application whether you are available for a 4- or 8-month term.

If you require accommodations or have any questions or concerns throughout the application process, please email us at apply.cfar@uvic.ca.

UVic is committed to upholding the values of equity, diversity, inclusion and [human rights](#) in our living, learning and work environments. In pursuit of our values, we seek members who are eager to actively participate in that shared responsibility. We actively encourage applications from members of [historically and systemically marginalized groups](#). Read our [full equity statement](#).

Citizenship Requirement

N/A

Position Start Date

May 01, 2026 12:00 AM

Position End Date

August 31, 2026 12:00 AM

APPLICATION INFORMATION

Application Procedure Through Employer Website

Cover Letter Required? Yes

Address Cover Letter to Jay Matlock

Special Application Instructions

Application Instructions:

- Please include a resume, cover letter, and unofficial transcript in your application package.
- Address your cover letter to **Jay Matlock, Manager of UVIC CfAR**.
- **Apply via email to apply.cfar@uvic.ca**
- Incomplete applications will not be considered due to volume of applications received. Please indicate in your application whether you are available for a 4- or 8-month term.
- If you require accommodations or have any questions or concerns throughout the application process, please email us at apply.cfar@uvic.ca.

WORK DURATION: 8 MONTHS (An 8 month employment period is registered as 2 separate, consecutive work terms.).

Please state CLEARLY in your cover letter whether you are available for 8 months.

Note 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. 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.

Students are urged to apply a.s.a.p. to this opportunity. The company does not wait until the job posting closing date to begin reviewing applications; rather, they review apps as they appear. The earlier you apply, the better!

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.