Job Posting: 178010 - Position: S26 IT Admin Co-op 178010B

Co-op Work Term Posted:	2026 - Summer
App Deadline	02/17/2026 09:00 AM
Application Method:	Through UBC Science Co-op
Posting Goes Live:	02/03/2026 04:18 PM
Job Posting Status:	Approved

ORGANIZATION INFORMATION

Organization	Carbon Engineering Ltd.
Country	Canada

JOB POSTING INFORMATION

Placement Term	2026 - Summer
<b> Job Title <b>	S26 IT Admin Co-op 178010B
Position Type	Co-op Position
Job Location	Squamish, BC
Country	Canada
Duration	8 or 12 months
Salary Currency	CAD
Salary	22.0 per hour for 40 Major List
Salary Range $	$22 to 26/hr.
Job Description	

Job Title: IT Admin Co-op (May 2026)- Carbon Engineering

Grow your career. Be the difference. Leading the commercialization of ground-breaking technology that captures CO? directly from air is challenging and exhilarating. As a member of the CE team, you'll be surrounded by smart, adventurous, curious people committed to progressing our Direct Air Capture (DAC). We're a diverse team of innovators hailing from around the world with a shared vision, purpose, and commitment to deliver large scale climate change solutions. Our headquarters is in Squamish, B.C., and our presence is expanding in many other markets around the world as we commercialize our technologies

Our culture combines our heritage as a small company with our ambitious goals. We have a passion for what we do and believe our work will have a true and lasting impact on the world. Many of our employees are drawn to CE because of the direct connection between the game-changing work we do and their own personal values.

At our core, Carbon Engineering values integrity, growth, excellence in execution, and fun. This is an environment where people matter, and contributions are noticed. Our employees work hard and are given the opportunity to learn and grow from mistakes. Diversity is embraced, and we value an inclusive work environment where every employee has an equal opportunity to be heard. We work in a dynamic environment and thrive on tackling rewarding and complex problems as a team.

Position Scope

CE is looking for one Co-op student interested in developing their IT Support skills, supporting Business, Engineering, and Operations Users.

As a key part of the Information Technology team, you will assist the IT Administrator in providing infrastructure support services to users.

Reporting to the IT Administrator, typical tasks in this role would include IT work related to on-boarding new employees, responding to user requests/incidents, and assisting with our hardware evergreen program. Our computing environment includes a combination of on-premise, cloud, and industrial services so experience with these technologies would be useful.

• This position is a temporary, 8-12 month co-op position starting in May 2026

•The schedule follows a M-F, 40hrs/week schedule

•This position is based in Squamish, BC.
•Relocation support is provided
•This role pays $22-26/hour

Health, Safety and Environment:
• Demonstrate a positive safety culture
•Identify, report and resolve unsafe conditions, processes or actions within the workplace
•Ensure that all safety related incidents, accidents and near misses are reported and investigated in line with company policy.
  Follow all existing health and safety related standard operating procedures

Responsibilities

You will gain experience providing help desk and technical support for a wide range of issues including operating system, hardware, network, and general software (eg M365)
systems. You will help support the following tasks:
• Assist in the procurement of IT hardware
•Assist with maintenance of IT inventory
•Troubleshooting problems with systems and programs
•Monitoring and maintaining networks and servers
•Upgrading, installing, and configuring new hardware and software to meet company objectives
•Implementing security protocols and procedures to prevent potential threats
•Creating user accounts and performing access control
•Documenting processes, as well as backing up and archiving data
•Developing data retrieval and recovery procedures
•Training on standard hardware and software
•Managing software licenses as required

Joining Carbon Engineering provides you more than a career - it's a calling for those who are ready to make a difference in climate action. We provide hope.

Carbon Engineering is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants are encouraged to apply and will receive equal consideration for employment regardless of race, colour, religion, gender, gender identity or expression, sexual orientation, national origin, disability, or age.

Job Requirements

Qualifications and Experience

Education:
• Enrollment in a co-op program through a recognized post-secondary institution in Computer Science, Computer Information
  Systems, or Engineering
•Experience with fundamental concepts of IT environments

Key Competencies:
• Good problem-solving skills
•Strong communication, facilitation, and presentation skills. Ability to explain complex IT topics to people at any level in the
  organization
•Ability to balance competing or conflicting goals of various departments and stakeholders, which requires a mature, diplomatic
  approach and highly developed negotiation and influencing skills
•A personal focus on service quality
•Familiarity with security controls would be an asset

Citizenship Requirement   N/A

APPLICATION INFORMATION

Application Procedure   Through UBC Science Co-op
Cover Letter Required?   Optional
Address Cover Letter to   Carbon Engineering team