Job Posting:170255 - Position: F25 IT Analyst Co-op Student 170255

Co-op Work Term Posted:	2025 - Fall
App Deadline	06/13/2025 11:59 PM
Application Method:	Through Employer Website
Posting Goes Live:	06/02/2025 03:37 PM
Job Posting Status:	Approved

ORGANIZATION INFORMATION

Organization	ATCO Group
Address Line 1	115 Peacekeepers Drive SW
City	Calgary
Postal Code / Zip Code	T3E 7X4
Province / State	AB
Country	Canada

JOB POSTING INFORMATION

Placement Term	2025 - Fall
<b> Job Title <b>	F25 IT Analyst Co-op Student 170255
Position Type	Co-op Position
Job Location	Calgary, AB
Country	Canada
Duration	8 or 12 months
Salary Currency	CAD
Salary	Salary Not Available, 0 Major List
Salary Range $	$24 - $36/hour, dependent upon previous work-term experience
Job Description	

September 2025 IT Analyst Co-op Student

Job Id: 18511

Apply Before: 06/13/2025

What We Offer:

• A culture based on caring, integrity, agility, collaboration, safety, and belonging

•Salary increases every semester plus 6% vacation pay

•Opportunities to give back through ATCO's EPIC Program and team events

•Well-Being@ATCO Health & Wellness Program

•So much more!

Your career journey at ATCO has the potential to be full of new experiences, inspiring challenges, and growth without boundaries.

Set your sights on how you want to grow and develop, and we'll be right there to support you along the way.

What you get to do:

Responsibility Area #1 - Billing System Operations

• Assist with the daily production of customer invoices from the EBS

•Assist with quality control on EBS inputs and outputs

•Learn as directed specific vendor operating, configuring & custom scripting documentation

•Assist with daily review and actioning of system event logs

•Assist with ad-hoc querying of EBS databases

Responsibility Area #2 - Incident Response

• Assist with Incident response for EBS components

•Assist with creating and updating IT service tickets in vendor portals

•Assist with upkeep of the documentation library for all vendor products resulting from changes required to resolve an incident

•Assist with identifying changes required to prevent serious incidents from occurring/recurring

Responsibility Area #3 - EBS QA

• Assist with QA and functional testing support internal and/or vendor development teams with technical solutions to support Business needs while ensuring adherence to ATCO approved IT project delivery methods

•Assist in identifying test scenarios & ensuring adequate test coverage to prevent detrimental impacts in PROD

•Follow the testing discipline as directed by senior RBOPs resources

•Assist in reviewing client, customer, and user feedback on development and testing

Responsibility Area #4 - Release

• Assist in identifying release risks, and work with vendors & IT Support to resolve issues that affect release scope, schedule and quality

•Participate in Release Readiness reviews, Milestone Reviews, and Business Go/No-Go reviews

•Participate in the development of Deployment and Implementation Plans

•Assist the Go-Live activities including the execution of the deployment Plans and checklists

Responsibility Area #5 - Fulfillment

• Assist providing support to Call Centre Advisors for non-standard customer activities & transactions

•Assist in providing support to mid-office for business process fulfillment

Please note that only those selected for interviews will be contacted.

Job Requirements

Who you are:

• Must be enrolled in a co-op (or internship) program at a recognized Canadian university.

•Have Excellent computer skills and experience working with Microsoft Office Suite.

•Ability to communicate verbally and in writing clearly and concisely, using appropriate technical vocabulary.

•Currently enrolled in Computer Science, Computer Engineering, Software Engineering, or related field.

Citizenship Requirement   N/A

APPLICATION INFORMATION

Application Procedure   Through Employer Website

Cover Letter Required?   Optional

Address Cover Letter to   Hiring Manager

Special Application Instructions

Application Link:

https://careers.atco.com/global/en/job/18511/September-2025-IT-Analyst-Co-op-Student

To apply:

• Indicate on your resume how many months you are available for and that you are applying for the September 2025 Co-op Term.

•Include your most recent transcript in your application.

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.