

Job Posting: 177894 - Position: S26 Information Technology Co-op 177894

Co-op Work Term Posted:	2026 - Summer
App Deadline	02/06/2026 09:00 AM
Application Method:	Through UBC Science Co-op
Posting Goes Live:	01/30/2026 01:36 PM
Job Posting Status:	Approved

ORGANIZATION INFORMATION

Organization	Technical Safety BC
Address Line 1	Suite 600 - 2889 East 12th Avenue
City	Vancouver
Postal Code / Zip Code	V5M 4T5
Province / State	British Columbia
Country	Canada

JOB POSTING INFORMATION

Placement Term	2026 - Summer
 Job Title 	S26 Information Technology Co-op 177894
Position Type	Co-op Position
Job Location	Vancouver, BC
Country	Canada
Duration	4 months
Work Mode	Fully Remote
Salary Currency	CAD
Salary	26.74 per hour for 40 Major List
Job Description	

The purpose of this role is to support the organization by helping staff resolve technology issues and ensuring computer systems and tools run smoothly. The position assists the IT team with user support, basic system maintenance, and process improvements while gaining hands-on experience in a professional IT environment.

Status: Casual, Full-Time, Union

Pay: Grade 10, \$26-74/hour

Number of Positions: 1

Location: Vancouver, BC

Days/Hours of Work: Monday - Friday; 8:30am - 5:00pm (hybrid: in office/remote work)

Work Term: 8 months

***Canadian citizenship or work authorization required**

About the role

The Information Technology Co-op is responsible for supporting staff with day-to-day technology needs by responding to IT requests, troubleshooting common hardware and software issues, and assisting with the setup and maintenance of computers and mobile devices. The role works closely with Technical Support Analysts to help keep systems, applications, and networks running smoothly. In addition, the position supports basic reporting, documentation, and process improvements, including helping identify opportunities to automate routine tasks and improve how IT services are delivered.

About Technical Safety BC

Technical Safety BC is an independent, self-funded organization that oversees the safe installation and operation of technical

systems and equipment across the province. In addition to issuing permits, licenses and certificates, we work with industry to reduce safety risks through assessment, education and outreach, enforcement, and research. Through simplification of our initiatives, we promote understanding and engagement, making safety accessible to everyone. As society changes, we create and adopt new ideas, skills, and tools that will enable us to meet the safety challenges of a highly-connected world.

We're always looking for exceptional people to bring new ideas, fresh thinking and the motivation to help shape the safety system in B.C. We are strongly committed to fostering diversity within our community. Technical Safety BC welcomes those who would contribute to further diversifying our organization, as we are an equal opportunity employer.

Our values guide our work.

- We See Genius in Diversity
- We Foster Confidence
- We Make the Complex Simple
- We Adapt

Job Requirements

Requirements:

Knowledge, Skills & Experience

- Knowledge of Windows and macOS operating systems
- Familiarity with Microsoft 365 applications (Outlook, Word, Excel), Microsoft Teams, and Zoom
- Basic understanding of computer hardware, including PCs, laptops, and mobile devices
- Knowledge of networking fundamentals (LAN/WAN, TCP/IP concepts)
- Ability to troubleshoot and resolve hardware, software, and connectivity issues
- Experience creating, running, and interpreting usage or system reports
- Ability to prioritize and manage incoming support requests effectively
- Knowledge or exposure to scripting and automation tools (PowerShell, Perl, or Bash)
- Strong communication skills with the ability to translate technical issues into non-technical language
- Willingness and ability to learn new systems, processes, and technologies quickly

Citizenship Requirement N/A

APPLICATION INFORMATION

Application Procedure Through UBC Science Co-op

Cover Letter Required? Yes

Address Cover Letter to Hiring Manager