

## Job Posting: 178354 - Position: S26 Business Technology Co-op 178354B

**Co-op Work Term Posted:** 2026 - Summer  
**App Deadline** 02/20/2026 09:00 AM  
**Application Method:** Through UBC Science Co-op  
**Posting Goes Live:** 02/17/2026 12:02 PM  
**Job Posting Status:** Approved

### ORGANIZATION INFORMATION

**Organization** UBC Sauder School of Business  
**Country** Canada

### JOB POSTING INFORMATION

**Placement Term** 2026 - Summer  
**<b> Job Title <b>** S26 Business Technology Co-op 178354B  
**Position Type** Co-op Position  
**Job Location** Vancouver, BC  
**Country** Canada  
**Duration** 4 or 8 months  
**Work Mode** Hybrid  
**Salary Currency** CAD  
**Salary** 0.0 per hour for 0 Major List  
**Salary Range \$** \$3,100 - \$3,500 per month  
**Job Description**

**Job Title** - Business Technology Co-op

**Job Focus** - Business and Information Technologies

#### Description

This position is open to all BCom/Computer Science students available for full-time work (8:30am - 4:30pm, Monday to Friday).

This is a 4-month or 8-month work term position starting in May 2026, with the option to work remotely up to two days per week after the onboarding period.

Contact person: Chen Yao, Salesforce Administrator

#### Application deadline: Feb 27th, 2026

Reporting structure: Supervised by Chen Yao, Salesforce Administrator, and will collaborate with other members of the Business Technology Management Office (BTMO) at UBC Sauder as needed.

Expected Pay Range: \$3,100 - \$3,500 per month

#### Job description:

The Business Technology Co-op supports UBC Sauder's enterprise business applications - primarily Salesforce - by assisting with the support request backlog and contributing to various initiatives that optimize data management and drive process improvements, helping our teams deliver great experiences for students, faculty, staff, and partners.

#### Main duties:

##### Application Support and Configurations

- Assist with first?level support for Salesforce and related business applications by triaging requests in ticketing systems (e.g., Jira and ServiceNow).
- Assist with basic Salesforce troubleshooting and configuration (e.g., page layouts, list views, reports) under guidance from business analysts and Salesforce Administrator.

**Integration and Data Management**

- Support data integration by assisting in the identification, documentation, and preliminary analysis of data issues across systems, and assisting with data cleansing, validation, and loading into Salesforce.
- Contribute to building simple reports and dashboards to support decision making.

**Business Analysis and Process Improvement**

- Work with Salesforce Administrator to clarify use cases, document user stories, and map business processes.
- Support application project planning and execution by assisting with QA and UAT testing.

**Stakeholders Engagement and Knowledge Management**

- Support the preparation of training materials, procedural manuals, and Q&A sessions.
- Contribute to the development and maintenance of team knowledge base and documentation.

**Location:**

This position is located out of BTMO Office (HA 451) in the Henry Angus building on the UBC Vancouver Campus. Please note that you must be residing in BC while employed in the role and that 100% remote work is not permitted.

**Job Requirements****Required qualifications/skills:**

- Undergraduate student in Business Technology Management, Computer Science, or related field.
- Basic understanding of Salesforce concepts (objects, fields, profiles/permissions, reports & dashboards).
- Strong troubleshooting skills, good analytical thinking, and attention to detail.
- Ability to prioritize tasks, analyze information, and work independently or collaborate with a team.
- Experience with ticketing tools (e.g., ServiceNow, Jira).
- Familiarity with data tools (e.g., Excel functions, Python, SQL) and business analysis concepts (e.g., BPMN, ERD, DFD).
- Proficiency with Microsoft 365 (e.g., Word/Excel/PowerPoint).
- Clear, professional communication (written and verbal) and customer-oriented mindset.

**Preferred qualifications/skills:**

- Exposure to integrations/ETL concepts (APIs, data flows) and reporting/BI (e.g., Tableau/Power BI).
- Coursework or experience in process mapping, user stories, or application support fundamentals.

**Skills development:**

- Develop practical skills in supporting enterprise applications by getting hands-on with triaging issues, working with ticketing systems, and completing basic Salesforce configuration.
- Build an understanding of how business systems and data connect by supporting integrations, improving data quality, and creating simple reports to support operational decisions.
- Develop business analysis skills and experience by practicing how to gather requirements, analyze and document processes, and support application testing and delivery.
- Strengthen professional communication skills by collaborating with stakeholders, supporting user training, and creating clear documentation that enables effective system use.

**Citizenship Requirement**

N/A

**APPLICATION INFORMATION**

<b>Application Procedure</b>	Through UBC Science Co-op
<b>Cover Letter Required?</b>	Yes
<b>Address Cover Letter to</b>	Mr. Chen Yao