

Job Posting:172405 - Position: W26 Information Technology Student Co-op 172405

Co-op Work Term Posted:	2026 - Winter
App Deadline	09/19/2025 11:59 PM
Application Method:	Through Employer Website
Posting Goes Live:	08/29/2025 03:21 PM
Job Posting Status:	Approved

ORGANIZATION INFORMATION

Organization	District of Sparwood
Country	Canada

JOB POSTING INFORMATION

Placement Term	2026 - Winter
 Job Title 	W26 Information Technology Student Co-op 172405
Position Type	Co-op Position
Job Location	Sparwood, BC
Country	Canada
Duration	8 months
Salary Currency	CAD
Salary	Salary Not Available, 0 Major List
Salary Range \$	\$21.71-\$24.64 CAD
Job Description	

Information Technology Student Co-op

Start Dates: This is an 8-month Co-op position starting in **January 2026 and ending in August 2026.**

Closing Date for Applications is **September 19, 2025.**

Why join our team?

Sparwood is situated in the Rocky Mountains of southeastern BC with an array of outdoor recreational opportunities, which include skiing and snowboarding at nearby Fernie Alpine Resort, hiking, snowshoeing, cross-country skiing, stunning vistas, wildlife, and all the fresh elements naturally afforded in a spectacular mountain setting. An Active Living Pass which includes free access to the pool, gym, ice rink, squash, and racquetball courts, climbing wall, and some fitness classes is provided to you so you can take advantage of our recreational facilities during your employment!

What you'll be doing:

Under the direction of the Information Technology Supervisor, the I.T. Co-op student will work with the IT Team to provide desktop support and troubleshooting hardware and software issues. The IT Co-op Student will install and maintain computer systems and networks aiming for the highest functionality. The role will also focus on assisting with special IT projects.

Onboard New Employees

- Set up and configure laptops and workstations
- Install and configure software and accounts (Office 365, VPN, Adobe, etc.).
- Set up and configure desk phones
- Set up and configure smartphones (Android/iOS)
- Provide training on software and systems, along with advice on optimal computer operation and cyber security

Hardware, Software, and Network Support:

- Address and resolve incoming tickets from users related to hardware, software, and network issues.

- Identify, log, classify, and perform preliminary investigation and diagnosis.
- Provide timely and effective solutions via phone, email, or in person.

Documentation:

- Create and/or update documentation for IT systems (User guides, manuals, network maps, etc.).

Special Projects:

- Collaborate on technology initiatives that enhance efficiency, security, or user experience.
- Contribute to system upgrades, process improvements, or innovative solutions.
- Work closely with the IT team to implement and evaluate project outcomes.

Salary: The 2025 pay rates under the collective agreement with CUPE Local 2698 are as follows

- **1st year of studies completed - \$21.71/hr.**
- **2nd year of studies completed - \$23.46/hr.**
- **3rd year of studies completed - \$24.64/hr.**

Eligibility: This is a formal student co-op program partnership. All applicants must be currently enrolled in Full-Time post-secondary education (at a recognized Canadian academic institution) with participation in a formal cooperative education program. International students must have a valid Canadian work permit.

Housing & Relocation: Housing will NOT be provided. Applicants will be responsible for securing temporary accommodation in the Elk Valley Area (Sparwood, Fernie, Elkford, Crowsnest Pass) as part of their employment. The District of Sparwood is happy to support students with a one-time relocation re-imbursement to assist with costs of moving and relocation.

Start Dates: This is an 8-month Co-op position starting in **January 2026 and ending in August 2026.**

Apply Today! Closing Date for Applications is *September 19, 2025*. To apply, you can submit your resume and cover letter online by clicking this link or going directly to our careers page at <https://sparwood.bamboohr.com/careers>.

Job Requirements

What we're looking for:

The ideal candidate will have the following skills & qualifications:

- The candidate must be enrolled in an Information Technology or Computer Science program or equivalent
- Strong analytic and troubleshooting capability
- Detail oriented, organized with strong technical report writing skills
- Ability to prioritize and manage conflicting demands
- Ability to work independently, with limited supervision as well as part of a team
- High level of integrity and work ethic
- Valid Class 5 Drivers License, for travel between District of Sparwood facilities
- Customer Service: Excellent communication skills for interacting with end-users.
- Documentation: Ability to create clear and concise technical documentation.
- Teamwork: Collaborative mindset to work effectively in a team environment.

Technical Skills:

- **Operating Systems:** Familiarity with Windows 11, Windows Server, iOS, and Android operating systems.
- **Software Troubleshooting:** Ability to diagnose and resolve software issues on desktops and laptops.
- **Network Basics:** Understanding of TCP/IP, DNS, DHCP, and basic network troubleshooting.
- **Hardware Knowledge:** Knowledge of computer hardware components (CPU, RAM, hard drives, etc.).
- **Virtualization:** Understanding of Hyper-V virtualization technologies.
- **Backup Solutions (Veeam):** Familiarity with Veeam Backup & Replication software. Ability to set up, monitor, and troubleshoot backup jobs, restore data, and manage backup repositories.
- **Network Troubleshooting:** Ability to troubleshoot network connectivity issues.
- **Security Basics:** Awareness of network security principles (firewalls, VPNs, etc.).
- **VLANs:** Basic knowledge of virtual local area networks

Programming and Scripting:

- **Scripting Languages:** Proficiency in scripting languages like PowerShell for automation tasks.
- **SQL:** Basic knowledge of SQL for database queries and management.

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://sparwood.bamboohr.com/careers/41?source=aWQ9MzM%3D>

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.