

Job Posting: 177145 - Position: S26 2026 Summer - Student Work Placement - Administration and Operations 177145

Co-op Work Term Posted:	2026 - Summer
App Deadline	01/25/2026 11:59 PM
Application Method:	Through Employer Website
Posting Goes Live:	01/14/2026 02:07 PM
Job Posting Status:	Approved

ORGANIZATION INFORMATION

Organization	Bank of Canada
Address Line 1	234, rue Wellington
Address Line 2	12th Floor, West Tower
City	Ottawa
Postal Code / Zip Code	K1A 0G9
Province / State	ON
Country	Canada

JOB POSTING INFORMATION

Placement Term	2026 - Summer
 Job Title 	S26 2026 Summer - Student Work Placement - Administration and Operations 177145
Position Type	Co-op Position
Job Location	Various Locations
Country	Canada
Duration	4 months
Work Mode	Hybrid
Salary Currency	CAD
Salary	Salary Not Available, 0 Major List
Salary Range \$	\$22.84 to \$30.94 (hourly)
Job Description	

Job Title: 2026 Summer - Student Work Placement - Administration and Operations

Job ID: 11250

Application Deadline: **January 25 2026 23:59 EST**

Take a central role

The Bank of Canada has a vision to be a leading central bank-dynamic, engaged and trusted-committed to a better Canada. No other employer in the country offers you the unique opportunity to work at the very center of Canada's economy, in an organization with significant impact on the economic and financial well-being of all Canadians. You will be challenged, energized and motivated to excel in our environment.

Building on the principles that have always guided us - excellence, integrity and respect - we strive to be forward-looking and innovative, to welcome people with diverse perspectives and talents, and to earn trust by living up to our commitments and by clearly explaining the intent of our policies and actions.

With our defined-benefit pension plan, benefits, and high flexibility for work life balance - find out more about why we are annually ranked as one of Canada's top employers: Working Here - Bank of Canada

Find out more about the next steps in our Recruitment process.

About our Administration and Operations positions

We are recruiting in the areas of administration, operations, and communications. While here, you will learn more about Canada's Central Bank and the influential role it plays in Canada and around the world. You will be part of a diverse and dynamic workforce that contributes to the economic and financial well-being of Canadians. There is no better place to enhance the knowledge you are gaining through your studies.??

The positions vary and include different roles within our Corporate Administration departments, such as Corporate Services, Communications, Human Resources, and Financial Services.

Remote work / Hybrid Work Model

The Bank offers work arrangements that provide employees with flexibility, enable high-performing teams, and support an excellent workplace culture. Most employees can telework from home for a substantial part of each month as part of the Bank's hybrid work model, and they are expected on site at the Bank location a minimum of 12 days per month to help build connections between colleagues. You must live in Canada, and within reasonable commuting distance of the office. For this position, should you not live within reasonable commuting distance of the office, you will be able to work 100% remote (within Canada) for the duration of this term.

What you can expect from us

This is a great opportunity to join a leading organization and be part of a high-performing team.

- Salaries are based the type of position and typically range from \$22.84 to \$30.94 (hourly).

We wish to thank all applicants for their interest and effort in applying for this position. Only candidates selected for interviews will be contacted.

Job Requirements

Your education and experience

To qualify for these opportunities, you need to be currently enrolled as a student in a related field at a college or university (undergraduate level). Additionally, you must be returning to school in the next academic term.

Your knowledge and skills?

- Strong communication, interpersonal and organizational skills?
- Ability to work independently or as part of a team?
- Self-starter and innovative problem solver who enjoys working in a dynamic work environment?
- Attention to detail and ability to follow instructions and procedures
- Flexible, adaptable, eager to learn and grow professionally

Innovative Mindset

We value candidates who demonstrate adaptability, curiosity, and a willingness to learn new technologies, including AI and digital tools. We seek individuals who can think critically about data, question existing processes, and find ways to simplify our work while embracing change and new ways of doing things

Language requirement

The Bank's work environment is conducive to the use of both of Canada's official languages - English and French. Although the position language requirement is English or French essential, we do encourage everyone to improve second their language proficiency for future career growth and to contribute towards fostering a bilingual environment.

What you need to know

- Priority will be given to Canadian citizens and permanent residents
- Security level required: Be eligible to obtain Reliability
- There will be no relocation assistance provided
- Please save a copy of the job poster. Once the closing date has passed, it will no longer be available.

Citizenship Requirement Canadian & Permanent Residents Preferred

APPLICATION INFORMATION

Application Procedure Through Employer Website

Cover Letter Required? Optional

Special Application Instructions

Application Link:

https://careers.bankofcanada.ca/job/Various-locations-2026-Summer-Student-Work-Placement-Administration-and-Operations/598757717/?from=email&refid=10369402717&utm_source=J2WEEmail&source=2&eid=6817-202615140415-18423276417&locale=en_US

Application Deadline: January 25 2026 23:59 EST

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.