Job Posting: 177191 - Position: S26 Technology Specialist Co-op/Internship (Summer 2026) 177191

Co-op Work Term Posted:	2026 - Summer
App Deadline	01/22/2026 09:00 AM
Application Method:	Through Employer Website
Posting Goes Live:	01/15/2026 01:00 PM
Job Posting Status:	Approved

ORGANIZATION INFORMATION

Organization	British Columbia Investment Management Corporation (BCI)
Address Line 1	750 Pandora Ave
City	Victoria
Postal Code / Zip Code	V8W 0E4
Province / State	BC
Country	Canada

JOB POSTING INFORMATION

Placement Term	2026 - Summer
<b> Job Title <b>	S26 Technology Specialist Co-op/Internship (Summer 2026) 177191
Position Type	Co-op Position
Job Location	Victoria, BC
Country	Canada
Duration	4 months
Work Mode	Hybrid
Salary Currency	CAD
Salary	0.0 per hour for 0 Major List
Salary Range $	$2,330.00 gross bi-weekly or $2,155.00 gross bi-weekly + vacation leave paid based on 6% of salary

Job Description

Use your passion for technology and computer skills in a fast-growing company where you can have an impact. The British Columbia Investment Management Corporation (BCI) is currently seeking a Technology Specialist Co-op/Intern for the Summer 2026 work term (May to August) to support BCI users with their technology needs and assist with technology improvement initiatives driven by the Technology Service Desk team.

WHAT YOU NEED TO KNOW

BCI manages a globally diversified portfolio of assets valued at $295 billion and is one of Canada's largest institutional investors. We invest globally to support pension and other funds for more than 30 clients based in British Columbia. We are proud to have been chosen as one of **Canada's Top 100 Employers** and **BC's Top Employers**. These national and provincial competitions recognize employers who offer exceptional workplaces for their employees.

The Technology Specialist Co-op/Intern will work within our Technology Department. This is a great opportunity for you to learn and apply your knowledge to support BCI users with their technology needs and assist with technology improvement initiatives driven by the Technology Service Desk team.

Students from any technology-related program can thrive in this role - whether you're studying Computer Science, Information Technology, Information Systems, Network Administration, or other tech-focused disciplines. Our Service Desk provides broad exposure to enterprise IT environments and business technology, making it valuable for various career paths in the tech industry. We encourage applicants to consider how this experience can complement their specific educational focus and long-term career goals.

WHO YOU WILL WORK WITH
The Technology department is responsible for developing technology solutions that contribute to the achievement of BCI's mission and long-term goals. The department manages the corporation's business applications and information technology infrastructure, providing support to a large group of financial professionals. The department is also responsible for authoring technology-related directives and conducting disaster recovery planning to minimize risk to the corporation's delivery of investment services.

WHAT YOU WILL BE DOING
• Provide first-level technical support to BCI employees through our Service Desk ticketing system, handling in-person visits, phone calls, and remote support sessions
•Troubleshoot hardware and software issues for end users, including workstations, laptops, and mobile devices
•Assist with account management tasks including password resets, permissions, and access requests
•Help with file and folder access management and assist users with network resource access
•Assist with review and management software packaging, policies, printers, and patch management.
•Receive comprehensive training through our graduated access framework, which empowers co-op students to perform the same meaningful work as our full-time Service Desk Specialists
•Shadow experienced Service Desk Specialists to learn specialized technology tools such as Active Directory, Intune, NTFS File Access management, BitLocker Administration, PaperCut, vSphere, and PowerShell scripting
•Participate in knowledge-sharing sessions to build understanding of enterprise IT environments
•Assist with documentation of technical solutions and procedures for the knowledge base
•Collaborate with the Technology Service Desk Team on day-to-day operations

WHAT WE OFFER
• Excellent career development and training by helping the candidate to understand the tools, the data and the methodologies applied by BCI Technology Department to support enterprise level technology and practice industry standard
•Opportunity to collaborate with technology staff across various disciplines (cloud, security, network, application development) providing amazing exposure to different IT specialties
•Work with a dynamic team in a fast-paced environment
•The development of real-world skills at one of the largest institutional investors in Canada
•Exposure to some of the most talented, approachable, and inspiring people in the industry
•The ability to opt-in for access to Dialogue, a user-friendly app that offers virtual primary care, employee and family services, and mental health supports
•Time to connect with other Co-ops/Interns at BCI -- build your network and shared learning
•2 paid days per year for volunteering
•Competitive pay:
•$2,330.00 gross bi-weekly or $2,155.00 gross bi-weekly + vacation leave paid based on 6% of salary ($2,330.00 gross biweekly for those with (or working towards) a graduate degree and $2,155.00 gross biweekly for those with (or working towards) an undergraduate degree, diploma, or certificate)
•Travel: if coming to Victoria for this work term, BCI will provide a fixed-rate travel allowance based on your location

THE DETAILS
• Work term: Summer 2026 (May to August)
•Department: Technology
•Office Location: 750 Pandora Avenue, Victoria, BC
•Spend your off hours exploring beautiful Victoria and Vancouver Island
•All co-ops/internships will need to be completed in person at our Victoria office with the option to work one day per week from

home. Please note, some positions are not eligible for hybrid work.

Job Requirements

REQUIRED SKILLS
• Enrollment or recent completion (within one year) in a university or college program relating to Information Technology
•Ability to work effectively in a fast-paced, multi-project environment with multiple stakeholders
•Excellent communication skills with the ability to ask effective questions that quickly identify the root of an issue
•Strong ability to set clear expectations and communicate timelines to users in a professional manner
•Willingness to step out of your comfort zone and embrace new challenges with a positive, can-do attitude
•Strong research skills and ability to quickly learn new concepts to solve unfamiliar technical problems
•Excellent interpersonal skills with a customer-service focus and strong problem-solving abilities
•Ability to work with both technical and non-technical stakeholder groups
•Strong written communication skills and the ability to develop clear documentation
•Understanding the importance of writing procedures to guide a specific set of steps for end users

BENEFICIAL SKILLS (NOT REQUIRED)
• Basic knowledge of incident management and customer service processes
•Baseline understanding of MS Windows, Active Directory and Azure infrastructures
•Strong Office 365 skills
•Ability to use Excel, PowerPoint, Word, and Outlook
•Experience with ServiceNow and JIRA
•Experience with technical troubleshooting and problem resolution
•Knowledge of enterprise IT environments and support practices
•Experience with Intune, SCCM, printer management, software packaging, and patch management

Citizenship Requirement   N/A

APPLICATION INFORMATION

Application Procedure   Through Employer Website
Cover Letter Required?   Yes
Special Application Instructions

APPLICATION LINK: https://bci.wd10.myworkdayjobs.com/en-US/BCI_Careers/details/Technology-Specialist-Co-op-Internship--Summer-2026-_JR101356?jobFamily=0eb78d2d472c016710ecea23a2168513

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.