

Job Posting:174337 - Position: W26 AI & Copilot Innovation Assistant - Student 174337

Co-op Work Term Posted: 2026 - Winter
App Deadline 10/24/2025 09:00 AM
Application Method: Through Employer Website
Posting Goes Live: 10/10/2025 02:15 PM
Job Posting Status: Approved

ORGANIZATION INFORMATION

Organization J.D. Irving Ltd.
City Halifax
Province / State NS
Country Canada

JOB POSTING INFORMATION

Placement Term 2026 - Winter
** Job Title ** W26 AI & Copilot Innovation Assistant - Student 174337
Position Type Co-op Position
Job Location Saint John, NB
Country Canada
Duration 4 months
Salary Currency CAD
Salary Salary Not Available, 0 Major List
Job Description

Job Title: AI & Copilot Innovation Assistant - Student- Winter 2026

Job ID: 6414

Job Description

Join our dynamic team as we accelerate the adoption of Microsoft Copilot and Agentic AI across our businesses. This co-op role offers hands-on experience in AI-driven process improvement, automation, and digital transformation. You'll work alongside business leaders, technical experts, and innovation champions to build, test, and deploy AI agents that solve real-world problems.

Responsibilities

- Support the development of Copilot Studio agents for personal productivity, work cell optimization, and complex process transformation
- Assist in maintaining and expanding the use case backlog, including intake form documentation and categorization using decision trees
- Participate in Copilot Studio training and agent builder workshops
- Collaborate with cross-functional teams to document processes and identify automation opportunities
- Help prepare training materials and demos for internal Copilot sessions
- Analyze adoption metrics and assist in reporting impact across divisions

About the Team

Join the **J.D. Irving Construction and Equipment Division**! From commercial and industrial structures to specialized crane operations and heavy equipment services, the Construction and Equipment Division is known for delivering superior products, unmatched service, and innovative project solutions. With a strong commitment to quality, safety, and efficiency, our team supports a wide range of industries, driving success in everything from modular home construction to complex infrastructure projects. If

you're looking to be part of a division that excels in solving challenges and making a real impact, this is the place to *build your career!*

About Us

Founded in 1882, J.D. Irving, Limited (JDI) has operations in Canada and the United States and are a team of 20,000 dedicated employees. At J.D. Irving, Limited, you are part of a dynamic team of professionals who lead with integrity and are passionate about delivering results. With a culture that nurtures talent and creates an inclusive workplace, you can grow your career across our various operating divisions.

We are committed to creating accessible environments for our colleagues, candidates, and customers. Requests for accommodation due to a disability (which may be visible or invisible, temporary, or permanent) can be made at any stage of application and employment. We encourage candidates to make their accommodation needs known so that we can provide equitable opportunities.

Worried you do not meet all the requirements? Studies have shown that many applicants apply only to job opportunities when they feel they meet 100% of the criteria. We promote an inclusive environment where everyone is appreciated, recognized, and empowered to contribute fully. If you are interested in this position but are worried you did not meet all the requirements, we would encourage you to still apply.

We appreciate your interest in our company however only those candidates selected for an interview will be contacted.

Job Requirements

Qualifications

Technologies You'll Work With

- Microsoft 365 Copilot (Word, Excel, Outlook, Teams, PowerPoint)
- Copilot Studio & Agent Builder
- Power Automate, SharePoint, OneDrive
- UI Path Task Capture
- JD Edwards, E1, and other enterprise systems via API integrations?

Citizenship Requirement N/A

APPLICATION INFORMATION

Application Procedure Through Employer Website

Cover Letter Required? Optional

Special Application Instructions

Application Link:

<https://hcpd.fa.ca2.oraclecloud.com/hcmUI/CandidateExperience/en/sites/Careers/job/6414>

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.