Job Posting:171102 - Position: F25 Intern Analyst, Data & Technology (Fall 2025) 171102B

Co-op Work Term Posted:	2025 - Fall
App Deadline	07/10/2025 09:00 AM
Application Method:	Through Employer Website
Posting Goes Live:	07/02/2025 11:10 AM
Job Posting Status:	Approved

ORGANIZATION INFORMATION

Organization	University Pension Plan Ontario
Address Line 1	222 Bay Street, Suite 1200
City	Toronto
Postal Code / Zip Code	M5K 1A1
Province / State	ON
Country	Canada

JOB POSTING INFORMATION

Placement Term	2025 - Fall
<b> Job Title <b>	F25 Intern Analyst, Data & Technology (Fall 2025) 171102B
Position Type	Co-op Position
Job Location	Toronto, ON
Country	Canada
Duration	4 months
Work Mode	Hybrid
Salary Currency	CAD
Salary	Salary Not Available, 0 Major List
Job Description	

ABOUT UPP

UPP is the first pension plan of its kind in Ontario's university sector, proudly serving over 41,000 members across five universities and fourteen sector organizations. Our purpose is to bring greater retirement peace of mind to the university sector by investing with integrity and serving members with care. As a sector-wide plan
designed for growth, our doors are open to all Ontario universities.

Together, we're a team of progressive thinkers and agile doers operating within a fast-paced culture of collaboration and respect. We believe in bringing smart and capable people together to create, solve, and grow with a clear shared vision and values of integrity, inclusivity, ingenuity, and impact. Our culture is intentionally welcoming and purposefully rooted in equity, diversity, inclusion, and reconciliation (EDI&R). We believe diverse teams, perspectives, and lived experiences contribute to better decisions and a better workplace.

As a pension plan, UPP approaches investing through a long-term lens to generate and safeguard value. Our commitment to investing responsibly accounts for material risks that impact our investment portfolio to generate sufficient risk-adjusted returns to meet the pension needs of our members.

Join us in building a bright future for our members, our organization, and each other.

THE ROLE

We are actively looking for an Intern Analyst, Data & Technology, to join our team in September 2025, for a 4-month internship **(September 2025 - December 2025)**. This role will be part of a growing and dynamic Data & Technology team, reporting to the Director, Technology Business Management. The incumbent will be responsible for supporting various technical challenges, IT architecture, automation, documentation & research projects.

This is a fantastic opportunity for a student to gain valuable work experience in a fast-growing, dynamic environment while being a part of a new pension plan.

UPP is based in Toronto's financial district and has a hybrid work model (minimum 2 days / week in office).

SPECIFIC ACCOUNTABILITIES

• Helping maintains our IT change, risk and security compliance programs
• Provide support in producing status reporting, metric tracking, monitoring and updating technology change management logs and risk registers
• Coordinate with enablement teams in supporting their deliverables
• Update and maintain list of UPP vendors to ensure all relevant Technology Due Diligence and vendor documentation is accurate and logged
• Identify opportunities to optimize existing processes leveraging productivity tools and automation
• Researching new technology trends and building proof-of-concepts for automation and analytical solutions
• Special project assignments

LIFE AT UPP

Do work that matters. We are duty-bound to serve our members' interests, and it's a responsibility we don't take lightly. That's why we've ingrained sustainability in our work from day one-to ensure our members have a resilient future to retire into, both today and for generations to come.

Stronger together. Collaboration is how UPP was born, and it's how we work with each other and our partners day in, day out. No one at UPP is just a number (even if they are excellent at math) and every win is a shared win.

Grow every day. You'll have the opportunity to work on unique, once-in-a-career projects that maximize your skill set and probably teach you some new ones-at any stage in your career.

Prioritize wellness. At UPP, wellness takes many forms. Ultimately, it's about ensuring our people are cared for in the ways that matter to them. Examples of benefits that our Early Talent Program includes are:
• Supportive and welcoming onboarding through the UPP Buddy Program
• Free snacks and beverages (coffee, tea, and flavored water) in the office
• Monthly social events
• Paid holidays
• Slowdown periods and Mental Health Days

UPP enthusiastically welcomes applications from all qualified applicants and especially invites people with lived experience as an Indigenous person, a person with a disability or as a member of another Human Rights Code protected group that faces barriers to employment to apply. Our goal is to create a barrier-free experience for every candidate throughout the recruitment process, so if you require accommodation at any point during the process, please let us know so that we can make the appropriate arrangements. It would be our honor to work with you to adapt our processes to ensure that you can meaningfully participate.

UPP respects your privacy. For information on how UPP handles the personal information you provide during the application process, please see our Job Applicant Privacy Statement.

Job Requirements

QUALIFICATIONS & EXPERIENCE

• Current student or recent graduate from a Computer Science, Math, Business Technology Management or related program.

Current students must have completed their second year of studies.
- Good time management and organizational skills
- Excellent communication skills and self-starter
- Good presentation skills and comfortable presenting in meetings
- Experience in working with technical teams and business teams
- Strong knowledge of MS suite of products (Excel, PowerPoint)
- Solid operating system and networking knowledge
- Academic and/or industry experience with one or more modern programming languages (Python, JavaScript, C#, Java) and developing software solutions.
- Experience with basic data querying (SQL Server, MySQL, MongoDB)

PREFERRED QUALIFICATIONS
- Experience with Cloud Development (Azure, GCP, AWS)
- Experience with Microsoft Power Platform
- Prior internship experience in a related role

ATTRIBUTES
- Demonstrated ability to manage the ambiguity and shifting work demands inherent in a start-up environment
- An ambitious self-starter and collaborative team player and who brings a positive can-do, roll-up-your-sleeves attitude in a highly entrepreneurial, fast-paced environment
- Resourceful and persistent in gathering and assessing information with the ability to quickly assimilate knowledge
- Strong communication skills, both verbal and written
- High degree of professionalism and integrity
- Alignment with UPP's desire to be a leader in Responsible Investing, ESG, and climate change.

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://jobs.dayforcehcm.com/en-US/upp/EXTERNALCANDIDATEPORTAL/jobs/1408

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.