

Job Posting:171693 - Position: F25 Co-op Student, Technical Analyst (Express Solutions) 171693

Co-op Work Term Posted:	2025 - Fall
App Deadline	08/07/2025 05:00 PM
Application Method:	Through Employer Website
Posting Goes Live:	07/31/2025 02:09 PM
Job Posting Status:	Approved

ORGANIZATION INFORMATION

Organization	WorkSafe BC (Workers' Compensation Board)
Country	Canada

JOB POSTING INFORMATION

Placement Term	2025 - Fall
 Job Title 	F25 Co-op Student, Technical Analyst (Express Solutions) 171693
Position Type	Co-op Position
Job Location	Richmond, BC
Country	Canada
Duration	8 months
Work Mode	Hybrid
Salary Currency	CAD
Salary	25.29 per hour for 0 Major List
Job Description	

Overview

The Express Solutions department of WorkSafeBC is looking for a highly motivated, dynamic, innovative **Co-op Student, Technical Analyst** to join our team to help us strive towards our vision.

The Enterprise Platform Department in the Innovation, Technology & Analytics Division of WorkSafeBC provides a full complement of technology support, from support services, technology provisioning, technology enablement, and service management. Our focus is always on our end-users and prioritizing the client experience.

This is an eight-month temporary opportunity beginning in September 2025.

How you'll make a difference: You'll apply what you've learned in your post-secondary program to benefit workers and employers across B.C.

Where you'll work

At WorkSafeBC, we offer a hybrid work model that combines working remotely, and in our offices based on the operational needs of the position.

What you'll do

On Day 1 in this role, you will get a chance to meet your manager and get acquainted with your team. You will spend time setting up administrative and technological essentials, and completing onboarding tasks, including security and payroll setup. During your first week you will engage in an onboarding program designed to equip you for success. You will be partnering and meeting with your manager to discuss your goals and align them with the team's vision. Additionally, you will learn how our department contributes to the overall business strategy and supports the organization's mandate. You will also work through the onboarding program alongside your mentor for added guidance and support.

You'll be part of an Agile team focused on delivering value to the business. In this role, you'll receive support and guidance every step of the way, while also having plenty of opportunities to share your experiences, ideas, and innovative thinking. Your analytical skills will be valued, and you'll play an important role in shaping the team's success.

- Interact with business users to provide them excellent customer support and service
- Complete technical administrative functions on our Digital Mail platform and SharePoint etc, such as setting up mailboxes, setting up security roles and team sites access
- Support continuous improvement activities that enhance the use of SharePoint Online and, Digital Mail technology platform (digital mail routing solution) capabilities across the organization
- Exposure to developing solutions on Microsoft Power platform (platform for developing low code solutions),
- Demonstrate and explain the functionality of the sites to our internal client by making presentations, providing technical training to business users.

Who we are

At WorkSafeBC, we promote safe and healthy workplaces across British Columbia. We partner with workers and employers to save lives and prevent injury, disease, and disability. When work-related injuries or diseases occur, we provide compensation and support injured workers in their recovery, rehabilitation, and safe return to work. We're honoured to serve the 2.49 million workers and 263,000 registered employers in our province.

What's it like to work at WorkSafeBC?

It's challenging, stimulating, and rewarding. Our positions offer diversity and opportunities for professional growth. Every day, the work we do impacts people and changes lives. What we do is important, and so are the people we do it for.

Our ability to make a difference relies on building a team with a rich variety of skills, knowledge, backgrounds, abilities, and experiences that reflects the diversity of the people we serve. We are committed to fostering a welcoming, inclusive, and supportive work culture where everyone can contribute as their best, authentic self.

Our Benefits

As a member of our team, you'll have access to services and benefits that help you get the most out of work - and life. Along with a competitive salary, your total compensation package includes:

- 4% in lieu of benefits
- 4% in lieu of vacation

Salary range: \$25.29/hour

Learn more: Discover [who we are](#).

Job Requirements

Is this a good fit for you?

We're looking for a person who can:

- Possesses great customer service skills and demonstrates actively listening in order provide exceptional service
- Looks for ways to improve efficiency and deliver solutions quickly
- Demonstrates self-motivation, is a quick learner, and works with limited supervision
- Is curious, receptive to learning and willing to ask questions
- Communicates and collaborate effectively with team members and external service providers

Learn more: [Hear from past co-op students](#) on what it's like to work here.

Your background and experience

- Currently enrolled in an **undergraduate degree** program and majoring in Computer Sciences, or Technical Support, Information Systems.
- Strong proficiency with Microsoft Office software suite (SharePoint, Excel).
- Demonstrated interest or aptitude in technology is required.
- Have at least 4 months of customer service experience or completed one co-op work term.

Important to know

Before we can finalize any offer of employment, you must:

- Confirm you're legally entitled to work in Canada for the duration of the work term,
- Confirm you will be residing in BC for the duration of the work term,
- Confirm you're a registered student at a post-secondary institution and participating in a work integrated learning program with your studies,

- Consent to criminal records check and successfully meet the criminal record clearance.

Also, please note that to be eligible for this position, the student must confirm or provide the following:

- Must reside within BC for the duration of the co-op position.
- Is a registered student at a post-secondary institution and participating in a work integrated learning program.
- Provide the name and contact info of their co-op coordinator (required at the time of offer).
- Consent to a criminal record check and successfully meet the criminal record check clearance.

Citizenship Requirement N/A

APPLICATION INFORMATION

Application Procedure Through Employer Website

Cover Letter Required? Yes

Address Cover Letter to Christine Cho (Manager, IT)

Special Application Instructions

Want to apply?

- A cover letter, resume and transcript are required. Your cover letter should state your availability (four or eight months).
- Submit all documents in one file (either Word or PDF files).
- We encourage all qualified applicants to apply.** If you require an accommodation in the assessment process, please email Recruitment Testing Accommodation (SM) when you submit your application.

Please click the "I intend to apply to this position" button on SCOPE and also submit your application via the employer's website.

Application Link:

Co-op Student, Technical Analyst (Express Solutions)

Application Deadline: **08/07/2025 by 4:30 PM PST**

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.