

## Job Posting: 177894 - Position: S26 Information Technology Co-op 177894

**Co-op Work Term Posted:** 2026 - Summer  
**App Deadline** 02/06/2026 09:00 AM  
**Application Method:** Through UBC Science Co-op  
**Posting Goes Live:** 01/30/2026 01:36 PM  
**Job Posting Status:** Approved

### ORGANIZATION INFORMATION

**Organization** Technical Safety BC  
**Address Line 1** Suite 600 - 2889 East 12th Avenue  
**City** Vancouver  
**Postal Code / Zip Code** V5M 4T5  
**Province / State** British Columbia  
**Country** Canada

### JOB POSTING INFORMATION

**Placement Term** 2026 - Summer  
**<b> Job Title <b>** S26 Information Technology Co-op 177894  
**Position Type** Co-op Position  
**Job Location** Vancouver, BC  
**Country** Canada  
**Duration** 4 months  
**Work Mode** Fully Remote  
**Salary Currency** CAD  
**Salary** 26.74 per hour for 40 Major List

#### Job Description

The purpose of this role is to support the organization by helping staff resolve technology issues and ensuring computer systems and tools run smoothly. The position assists the IT team with user support, basic system maintenance, and process improvements while gaining hands-on experience in a professional IT environment.

**Status:** Casual, **Full-Time**, **Union**

**Pay:** Grade 10, \$26-74/hour

**Number of Positions:** 1

**Location:** Vancouver, BC

**Days/Hours of Work:** Monday - Friday; 8:30am - 5:00pm (hybrid: in office/remote work)

**Work Term:** 8 months

***\*Canadian citizenship or work authorization required***

#### About the role

The Information Technology Co-op is responsible for supporting staff with day-to-day technology needs by responding to IT requests, troubleshooting common hardware and software issues, and assisting with the setup and maintenance of computers and mobile devices. The role works closely with Technical Support Analysts to help keep systems, applications, and networks running smoothly. In addition, the position supports basic reporting, documentation, and process improvements, including helping identify opportunities to automate routine tasks and improve how IT services are delivered.

#### About Technical Safety BC

Technical Safety BC is an independent, self-funded organization that oversees the safe installation and operation of technical

systems and equipment across the province. In addition to issuing permits, licenses and certificates, we work with industry to reduce safety risks through assessment, education and outreach, enforcement, and research. Through simplification of our initiatives, we promote understanding and engagement, making safety accessible to everyone. As society changes, we create and adopt new ideas, skills, and tools that will enable us to meet the safety challenges of a highly-connected world.

We're always looking for exceptional people to bring new ideas, fresh thinking and the motivation to help shape the safety system in B.C. We are strongly committed to fostering diversity within our community. Technical Safety BC welcomes those who would contribute to further diversifying our organization, as we are an equal opportunity employer.

**Our values guide our work.**

- We See Genius in Diversity
- We Foster Confidence
- We Make the Complex Simple
- We Adapt

## **Job Requirements**

**Requirements:**

**Knowledge, Skills & Experience**

- Knowledge of Windows and macOS operating systems
- Familiarity with Microsoft 365 applications (Outlook, Word, Excel), Microsoft Teams, and Zoom
- Basic understanding of computer hardware, including PCs, laptops, and mobile devices
- Knowledge of networking fundamentals (LAN/WAN, TCP/IP concepts)
- Ability to troubleshoot and resolve hardware, software, and connectivity issues
- Experience creating, running, and interpreting usage or system reports
- Ability to prioritize and manage incoming support requests effectively
- Knowledge or exposure to scripting and automation tools (PowerShell, Perl, or Bash)
- Strong communication skills with the ability to translate technical issues into non-technical language
- Willingness and ability to learn new systems, processes, and technologies quickly

**Citizenship Requirement** N/A

## **APPLICATION INFORMATION**

**Application Procedure** Through UBC Science Co-op

**Cover Letter Required?** Yes

**Address Cover Letter to** Hiring Manager