Job Posting:171536 - Position: F25 CO-OP IT Support Technician 171536

Co-op Work Term Posted: 2025 - Fall
App Deadline 07/30/2025 09:00 AM
Application Method: Through UBC Science Co-op
Posting Goes Live: 07/23/2025 10:43 AM
Job Posting Status: Approved

ORGANIZATION INFORMATION

Organization College of Physicians and Surgeons of BC
Website www.cpsbc.ca
Address Line 1 300-669 Howe St
City Vancouver
Postal Code / Zip Code V6C 0B4
Province / State BC
Country Canada

JOB POSTING INFORMATION

Placement Term 2025 - Fall
<b> Job Title <b> F25 CO-OP IT Support Technician 171536
Position Type Co-op Position
Job Location Vancouver, BC
Country Canada
Duration 4 or 8 months
Work Mode Hybrid
In-Person
Salary Currency CAD
Salary 28.0 per hour for 35 Major List

Job Description

Reporting to the IT operations manager, information technology, the IT support technician responsibilities will include desktop and applications support for all employees. This position will be the first point of contact for end users and provides support to our developers. This is not just a "help desk" position; it will provide the opportunity to get "hands-on" experience in configuring and deploying new workstations and network devices, working with new technologies and being an integral part of our team. This involves over the phone, email, and in person troubleshooting and providing assistance.

You need to be customer service focused, efficient and driven with a strong ability to communicate technology matters using everyday language. We are looking for an energetic and proactive individual with a results-oriented attitude who is ready to be the point of contact for all end-users.

Job Requirements

SKILLS AND QUALIFICATIONS:
• Registration in a Post-Secondary Institution
• Ability to troubleshoot and manage desktops and laptops, Printer set up, administration and/or email support, various browsers (Internet Explorer, Chrome, Mozilla), Antivirus software, Anti-Malware software, printer and connectivity issues
• Solid understanding and strong Windows and Software Application and hardware support (Word/Excel/Outlook)
• Proficiency with software technologies and basic hardware,

Note:

Applicants may be quizzed during interview process

• Extremely reliable and punctual

•Must be able to work independently and know when to escalate issues upon determining cause

•Excellent customer service skills

•Responsible self-starter who is able to effectively plan and organize his/her own work

•A positive and enthusiastic attitude

•Strong communication skills and command of the English language, both written and verbal, are required for this position

Citizenship Requirement   N/A

Position Start Date   September 09, 2025 12:00 AM

Position End Date   December 23, 2025 12:00 AM

APPLICATION INFORMATION

Application Procedure   Through UBC Science Co-op

Cover Letter Required?   Optional

Address Cover Letter to   Cameron Telford