Job Posting:173498 - Position: W26 Co-op Student, Data Stewardship and Quality (DSQ) 173498

Co-op Work Term Posted:	2026 - Winter
App Deadline	09/30/2025 11:59 PM
Application Method:	Through Employer Website
Posting Goes Live:	09/18/2025 12:18 PM
Job Posting Status:	Approved

ORGANIZATION INFORMATION

Organization	Canadian Institute for Health Information (CIHI)
Country	Canada

JOB POSTING INFORMATION

Placement Term	2026 - Winter
<b> Job Title <b>	W26 Co-op Student, Data Stewardship and Quality (DSQ) 173498
Position Type	Co-op Position
Job Location	Multiple Locations
Country	Canada
Duration	4 months
Work Mode	In-Person
Salary Currency	CAD
Salary	17.7 per hour for 0 Major List

Job Description

Job Title: Co-op Student, Data Stewardship and Quality (DSQ) Winter 2026
Job ID: J0925-0084
Location: Ottawa or Toronto, Ontario, Canada
Application Deadline: <mark>September 30, 2025</mark>
Who we are
We are an organization comprised of industry thought leaders who are passionate about health data and want to make a difference in the health care field. We are an independent, not-for-profit organization and together with our partners we provide essential information on Canada's health systems, enabling decisions that lead to healthier Canadians. As a valued member of the CIHI team, you and your work will have a pivotal role in the evolution of Canada's health care systems.
CIHI is recognized as an exceptional place to work that embraces diversity, respect, integrity, collaboration and innovation. Learn about our Equity, Diversity and Inclusion Strategy and the work being done to create a more inclusive and welcoming organization by focusing on how we learn, govern and practise.
At CIHI, we recognize what matters to our employees. Some of the benefits of working at CIHI include
• HOOPP Pension Plan (Defined Benefits Pension)
•Retirement Planning Program
•Generous vacation days for permanent and long-term contracts
•Work-life balance
•Career Planning Program
•Learning and Professional Development Program
•Flexible benefits program from your first day on the job for permanent and long-term contracts
Why is this role important?
In this role you will support advancing the department's data stewardship and quality initiatives. This includes assistance with

synthesizing findings related to the quality of CIHI's data holdings, and supporting the development, implementation and improvement of corporate data governance and quality tools, reports and processes.

As a co-op student you will be involved in a variety of activities that support priority projects for our department. These projects are key in helping us drive CIHI's overall mandate to deliver on better data, better decisions, for healthier Canadians. This unique opportunity may expose you to areas of DSQ health data ethics and governance advancement, planning and interest-holder engagement to aid in this advancement.

What you'll do

• Collaborate and communicate with both the team and diverse interest-holders.

•Support engagement activities, including the development of meeting materials and presentations.

•Prepare content to aid diverse audiences to engage with health data ethics and metadata for CIHI's data holdings.

•Contributes to the annual production of data quality progress reports. This may include developing content, fact checking and review, and working with program areas to resolve issues.

•Conduct environmental scans, synthesize information and summarize content.

•Actively participate in problem-solving and execution of solutions.

•Participate in project and department meetings.

•Support other activities in the department as required.

To find out more about this role and other exciting opportunities visit our website at www.cihi.ca and check out our 'Careers' section.

We thank all those who apply, however, only candidates selected for an interview will be contacted.

As part of CIHI's applicant screening process, we complete a comprehensive pre-employment background check for all potential hires. This includes a criminal record check, credit report, social media, and education verification.

At CIHI we are committed to fostering an inclusive, barrier-free and accessible environment. Part of this commitment includes arranging accommodations to ensure an equitable opportunity to participate in the recruitment and selection process. If you require an accommodation, we will work with you to meet your needs.

Please note the CIHI Recruiting Team uses email to communicate with applicants. Please make sure your profile has an updated email address that is checked regularly, including the junk/spam mail folder, as we send time sensitive emails (i.e. testing and interview bookings).

Job Requirements

What you'll bring to the table

• Working towards an undergraduate program in public health, epidemiology, health informatics, health sciences, or related discipline requiring co-op as part of educational requirement.

•Proficient with Microsoft Office (Word, PowerPoint, Excel).

•Ability to communicate effectively to diverse interest holders both verbally and in writing.

•Self-motivated, high attention to detail, good problem-solving skills, strong organizational skills.

•Familiarity with SharePoint and reference management software (e.g. Citavi) is an asset.

•Fluency in English is required, bilingualism in both official languages is an asset.

Citizenship Requirement   N/A

APPLICATION INFORMATION

Application Procedure   Through Employer Website

Cover Letter Required?   Optional

Special Application Instructions

Application Link:

https://clients.njoyn.com/cl3/xweb/xweb.asp?NTKN=c&clid=53103&Page=JobDetails&Jobid=J0925-0084&BRID=331932&lang=1

Application Deadline: September 30, 2025

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.