Job Posting:171250 - Position: F25 Information Technology Assistant (Co-Op Student) 171250

Co-op Work Term Posted: 2025 - Fall
App Deadline   07/18/2025 09:00 AM
Application Method: Through UBC Science Co-op
Posting Goes Live: 07/08/2025 02:14 PM
Job Posting Status: Approved

ORGANIZATION INFORMATION

Organization   Hypersecu Information Systems Inc
Address Line 1   #200-6191 Westminster Hwy
City   Richmond
Postal Code / Zip Code   V7C 4V4
Province / State   BC
Country   Canada

JOB POSTING INFORMATION

Placement Term   2025 - Fall
<b> Job Title <b>   F25 Information Technology Assistant (Co-Op Student) 171250
Position Type   Co-op Position
Job Location   Richmond, BC
Country   Canada
Duration   4 or 8 months
Work Mode   In-Person
Salary Currency   CAD
Salary   19.0 per hour for 35 Major List
Salary Range $ $19~ $21 hourly
Job Description

General Job Description
The Information Technology Assistant (Co-Op Student) is responsible for assisting the IT team to ensure the company's IT systems run safely and smoothly.

As a co-op student, you will be working under the mentorship of your supervisor.

Duties and Responsibilities:
• Maintain IT systems, including the office computer systems and networking systems
•Implement and maintain multifactor authentication infrastructure within the company's IT systems
•Develop OA (Office Automation) applications, including for inventory management and data encryption
•Researching and designing Automated Manufacturing Systems
•Other duties assigned by the company
All employee with this company works 7 hours a day. A background check is needed with no cost to applicant.

Duration: 4, 8, 12 or 16 months

Job Requirements

Skills and Qualifications:

• Currently studying in a field related to computer science or information technology

•Self-motivated and capable of carrying out independent tasks

•Ability to manage multiple projects simultaneously

•Analytical and problem-solving skills

•Familiarity and/or proficiency with the following a plus:

• JavaScript

•HTML/CSS

•SQL

•C/C++

•Trello

Citizenship Requirement   Canadian & Permanent Residents Only

Position Start Date   July 08, 2025 12:00 AM

Position End Date   July 31, 2025 12:00 AM

APPLICATION INFORMATION

Application Procedure   Through UBC Science Co-op

Cover Letter Required?   Optional

Address Cover Letter to   James Li