Required Job Posting Information for the UBC Engineering Co-op Program

The Co-op online job board allows employers to post Co-op jobs, review student applications, shortlist candidates and arrange interviews in one convenient place. To create an account or access your existing account, please visit: pdportal.apsc.ubc.ca. You can reference our FAQ document for information on how to reset your password, create a new account, view applications and much more!

When preparing your detailed job posting, please review the fields below to ensure all required information is included.

### Organization Information:

<table>
<thead>
<tr>
<th>Company and Division:</th>
<th>Your company name and division (if applicable).</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact information:</td>
<td>E-mail, phone number and address for the individual accessing posting and applications via PDportal.</td>
</tr>
</tbody>
</table>

### Job Posting Information:

<table>
<thead>
<tr>
<th>Position Type:</th>
<th>Undergraduate, Graduate, or Both Undergraduate and Graduate Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start of Workterm:</td>
<td>Month/Year ie. May 2017, September 2017, January 2018</td>
</tr>
<tr>
<td>Length of Work Term:</td>
<td>4, 8, 12, or 16 months</td>
</tr>
<tr>
<td>Job Title:</td>
<td>Be as descriptive as possible (“Co-op Student” is too generic).</td>
</tr>
<tr>
<td>Job Location:</td>
<td>City, Province/State, Country</td>
</tr>
<tr>
<td>Number of Positions:</td>
<td>How many students do you want to hire for this role? 1, 2, 3, 4 or more</td>
</tr>
<tr>
<td>Salary:</td>
<td>Include the salary or salary range whenever possible. This allows students to consider the cost of living, relocation, etc. prior to applying.</td>
</tr>
<tr>
<td>Hours per week:</td>
<td>What are the standard working hours per week (35, 37.5, 40 etc.)? Is there a requirement or opportunity for overtime? Are non-standard hours (evenings/weekends) required?</td>
</tr>
<tr>
<td>Job Description:</td>
<td>Include your company bio or brief summary of your organization. Explain the position, projects and job duties involved in the role and any other information that will help students understand the position.</td>
</tr>
<tr>
<td>Job Requirements:</td>
<td>List key skills or qualifications you require for this position. It is best to start your list with the most important skill/quality/attribute and work your way down the list to the least important.</td>
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</table>

### Application Information:

<table>
<thead>
<tr>
<th>Application Receipt Procedure:</th>
<th>‘Online Via System’ - students will apply via PDportal and applications will be available here for your review. ‘Employer Website’ – students will apply via your company’s career website - please provide the URL.</th>
</tr>
</thead>
</table>
### Application Documents Required:

- **Co-op Student Summary Sheet**: A snapshot of the student that includes their current academic year, number of work terms completed to date, availability (4, 8, 12 or 16 months), driver’s license, NSERC eligibility, and cumulative GPA (optional). **If your position will require NSERC funding please ensure to request this form.**
- **Cover letter**: A formal letter highlighting the student's relevant skills and experience (optional)
- **Resume**: Mandatory for all applications
- **Transcript**: Mandatory for all applications
- **Projects**: Students can provide links to websites showcasing their projects or programming skills or some sample designs. You can clarify what you are seeking in the 'Application Information' field
- **Employer application documents**: If you require students to compete any company specific documents as part of your application process, please indicate and provide the document template to the Co-op office.
- **Writing examples**: Students can provide samples of their technical writing. You can clarify what you are seeking in the 'Application Information' field
- **Other**: If there is anything else you would like the students to provide with their applications such as a driver's abstract, references, or portfolios indicate this here. You can clarify what you are seeking in the 'Application Information' field.

### Application Information:

Use this field to explain any specific application instructions or pertinent information. Emphasize any strict application requirements that are not optional such as NSERC eligibility, citizenship, driver’s licence, driving experience and so forth.

### Targeted Co-op Programs:

Specify which disciplines you would like your posting open (visible) to. By default, postings are open to students from both the Okanagan and Vancouver campuses, unless otherwise noted.

#### Available Undergraduate Engineering Disciplines

- Chemical & Biological
- Civil
- Computer
- Electrical
- Environmental
- Geological
- Integrated
- Materials
- Mechanical
- Mining
- UBC Okanagan
  - UBC Okanagan Civil
  - UBC Okanagan Electrical
  - UBC Okanagan Mechanical

#### Available Graduate Engineering Disciplines

- Biomedical & Clinical
- Chemical & Biological
- Civil
- Geological
- Electrical & Computer
- Electrical
- Materials
- Mechanical
- Mining
- Navel Architecture & Marine Engineering

All job postings are reviewed by Co-op Coordinators to ensure they are targeted and open to the relevant disciplines. If we feel your posting would be well suited to disciplines other than what you have specified, you will be contacted to discuss. We also forward postings to the UBC Science Co-op Program and the UBC Okanagan Co-op program for cross-posting in their program(s).

Thank you for your job posting! Your posting will be made live to Co-op students to apply to soon. You will be contacted once your posting has closed and the applications are ready for your review. Should you have any questions, please contact us at 604-822-3022 or eng.coop@ubc.ca.