

## UPS Information Technology Co-op Program Overview

- ✓ Must be a student currently enrolled in a degreed college/university program, or graduated from a degreed college/university program within the last 24 months.
- ✓ Must be able to work 15 - 20 hours per week while school is in session. Will potentially work 40 hours per week when school is not in session.
- ✓ Desired degrees include Computer Engineering, Computer Science, Computer Information Systems, Management Information Systems, Data Science/Data Analytics or other related field.
- ✓ Skills required vary and are respective to the exact assignment. Desired skills include Java, JavaScript, SQL, PL/SQL, Python, Linux, C#, C++, Web Development, HTML or other related courses in CE/CS/CIS.
- ✓ Student standing includes Freshman, Sophomore, Junior, Senior and Graduates or those pursuing graduate degrees.
- ✓ While GPA is considered, there is not a current minimum GPA required to be eligible for a co-op role.
- ✓ Assignments are paid and are six months in length. Contracts may be renewed, depending on employee performance, student standing and business need.
- ✓ If a co-op contract is not renewed, the employee will return to their prior Air District assignment. (Ex: A part-time supervisor will return to a part-time supervisor role; a part-time hourly union employee will return to a part-time hourly union role).
- ✓ Co-ops are hired based on need. Once a need is identified, the position is posted internally. Internal employees may then visit **Management Career Opportunities (MCO)** from the employee portal, **UPSers.com**. Current employees must submit their interest via MCO to be considered.
- ✓ Internal employees are considered first. If a good internal fit is not found, the position is then sourced externally.
- ✓ Resumes are not kept on file. Internal candidates are required to submit an application using MCO. External candidates are required to submit an application via [www.upsjobs.com](http://www.upsjobs.com).
- ✓ Applicants, internal or external, may set up **Job Alerts** so they are notified if a position in their area of interest is posted.
- ✓ Part-time supervisors who transition into an Information Technology Co-op role will keep their health care benefits, accrued vacation and Discretionary Days, same hourly pay rate and Metro College Benefits.
- ✓ Part-time hourly (union) employees who transition into an Information Technology Co-op role will keep their Metro College Benefits and forego their healthcare benefits (*if applicable*). Pay is based on credit hours earned. Accrued, unused vacation time will be paid out to the employee.
- ✓ Interested students are encouraged to visit UPSers.com to view opportunities. External candidates are encouraged to visit [www.upsjobs.com](http://www.upsjobs.com) to view opportunities.
- ✓ Internal candidates should pay close attention to the close date provided in the job posting and ensure their completed application is submitted **and** approved by their management team by the deadline noted. Late submissions will not be accepted.
- ✓ Internal candidates will also want to ensure they are actively using the employee portal, UPSers.com, to view instructions for submitting applications via MCO. Questions should be directed to their immediate management team or HR representative. If further assistance is needed, they may contact me via email at **bshunnarah@ups.com**.