

GOVERNANCE, RISK & COMPLIANCE (GRC) CO-OP STUDENT

POSITION SUMMARY:

The Governance, Risk & Compliance (GRC) Co-op Student will support the organization's security, privacy, and risk management activities by assisting with audit result management, evidence collection, policy administration, privacy reviews, and general GRC operations.

This role is ideal for students studying cybersecurity, computer science, information technology, data privacy, or related fields who want hands on experience in governance, risk and compliance.

WHAT YOU'LL DO:

- Assist with preparing documentation for internal and external audits (e.g., ISO 27001, NIST).
- Help maintain audit repositories, control matrices, and version-controlled records.
- Support remediation tracking by gathering updates from control owners and logging progress.
- Assist in reviewing and updating security and compliance policies, procedures, and standards.
- Support document control, ensuring consistent formatting, naming conventions, and versioning.
- Create reference materials, awareness content, and training aids for staff.
- Help compile risk reports and dashboards.
- Help compile KPI reports.
- Help compile GRC initiative communications.
- Help update DRP documentation.
- Support third-party risk assessments by collecting vendor compliance documentation and updating records.
- Participate in GRC team meetings and contribute to continuous improvement initiatives.
- Assist with organizing evidence libraries, tracking tasks, and maintaining SharePoint repositories.

MUST- HAVES:

- Currently enrolled in a post-secondary program in Cybersecurity, Information Systems, Computer Science, or a related field.
- Minimum 6 months of experience with administrative tasks or in an office environment
- Strong interest in governance, risk management and security compliance.
- Excellent attention to detail and strong organizational skills.
- Ability to handle sensitive information responsibly and ethically.
- Strong written and verbal communication skills.

Company: TransForm Shared Service Organization

Location: Hybrid: Remote and on-site work in Windsor, ON

Posting Period: March 23, 2026 to March 29, 2026.

Employment Type:
Temporary, Full-Time: May 4, 2026, to July 24, 2026 (12 weeks)

Pay Range: \$26 – \$30 hourly

Benefits: Pension, Wellness Days, EAP and more. Visit our [website](#) for more details

Scope: Internal & External

Conditions: Current business reference checks, judicial matters police clearance, and immunization medical clearance



WE VALUE:

- Familiarity with audit principles standards (ISO 27001, NIST, SOC 2) or privacy regulations (PHIPA, PIPEDA).
- Experience with Microsoft 365 suite SharePoint, Excel, Word and PowerPoint.
- Understanding of IT concepts such as access control, logging, or system operations.
- Ability to analyze information and problem-solve in a structured manner.

PROFESSIONAL COMPETENCIES:

- **Communication:** Ability to clearly document findings and interact professionally with diverse parties.
- **Critical Thinking:** Ability to evaluate information and identify gaps or inconsistencies.
- **Proactive Task Management:** Independently prioritizes and completes assigned tasks within agreed timelines, with minimal supervision
- **Collaboration:** Comfortable working in a team environment across technical and non-technical groups.
- **Quality of Work:** Demonstrates accuracy, clarity, and completeness in all tasks.

OTHER CONDITIONS:

- Minimal exposure to disagreeable conditions typical of an office position: exposed to stress and pressure associated with multiple priorities and deadlines
- Must be able to travel within the Southwestern Ontario area, when required
- Must be able to work evenings and weekends, when required

ABOUT US:

TransForm Shared Service Organization, a not-for-profit, unique, innovative, results-driven organization founded by hospitals in the Erie St. Clair region. Our services include: clinical and business system application support, integration and development, information system infrastructure, information privacy, security, IT break fix, project management as well as other back office support services. As a strategic solutions centre committed to exceptional service delivery, TransForm leads, innovates and supports health system transformation. If you are service oriented, dedicated to exceeding performance expectations and interested in reaching your full potential, TransForm is for you! We welcome and appreciate your interest in our organization. Want to know more about TransForm? Visit our [website](#)

TEAM BEHAVIOURS:

Collaboration

Accountability

Integrity

Equity

HOW TO APPLY:

- ✓ Please email a copy of your cover letter and resume to HR@transformsso.ca.
- ✓ Reference the job and where you found the job posting in the subject line of the email.

TransForm is committed to employment equity and welcomes diversity in the workplace. TransForm encourages applications from all qualified individuals including women, members of racialized communities, indigenous persons, immigrants & refugees, persons with disabilities, and persons of any sexual orientation, gender identity or gender expression. Upon request, accommodations for disabilities will be provided to support participation in all aspects of the recruitment process.

By applying to this position, you are confirming you possess a Canadian citizenship or a permanent resident status or work permit.

We thank all applicants for their interest. Only those selected for an interview will be contacted. TransForm is currently not accepting applications or solicitation from recruitment agencies. Thank you for your cooperation.