



**Native  
Education  
College**

**Where Learners Become Leaders**

**EMPLOYMENT OPPORTUNITY**  
INTERNAL / EXTERNAL POSTING

## **Manager of Academic Excellence**

Full Time Position

Native Education College is the largest private Indigenous College in BC, working with First Nations and Indigenous organizations to deliver programs in locations throughout British Columbia. We strive to combine academic excellence with a strong commitment to First Nations community-based education and the best practices of adult education.

### **Position Summary:**

The purpose of this position is to oversee academic excellence from an Indigenous worldview and provide oversight to matters related to our traditional laws, academic policies, and regulatory compliance. The manager informs academic excellence through policies and procedures implemented by program managers and instructional staff. The manager supports the Deans and Associate Deans in ensuring traditional cultural integrity, academic innovation, regulatory compliance, policy amendment, and curriculum enhancement.

### **Main Responsibilities:**

- Leading by the values of the longhouse with humility
- Create a welcoming environment for all students, staff and guests of NEC
- Leading from the traditional laws of the host nations, amends, audits, and makes recommendation for academic policies and procedures
- Create professional standards for faculty as it relates to Academics, and Indigenous protocol
- Maintain a high level of collaborative work with Heads of Family on upholding academic integrity and excellence
- Communicate with all stakeholders, regulatory bodies, compliance teams, senior management, regarding academic issues
- Coordinate proctored exams for students as needed
- Evaluating the infrastructure of academic department to include policy, curriculum, student & program evaluation, grading, credentials, and transfer agreements, in alignment with our Indigenous worldview
- Audit, assess, and implement data using established criteria, and make recommendations for improvement
- Work closely with the Manager of Data Integrity and Associate Dean of Curriculum Development
- Other longhouse duties as assigned

### **Preferred Qualifications:**

- Degree in a related field (e.g., adult education, higher education, administration) from an accredited institution and at least three years of curriculum development or instructional design experience in a post-secondary setting or equivalent combination of education and experience
- Excellent organizational, project management, writing, editing and planning skills
- Commitment to quality in education and the ability to manage continuous improvement from concept to reality
- Knowledge or experience working with Indigenous organizations. Willingness to learn and understand the traditional laws and protocols of the Host Nations
- Understanding of Indigenous adult education methodologies and practices

### **Terms:**

Appointment to this full-time excluded position will require a formal criminal record check, the details of which may preclude finalizing an offer of employment. Members of equity-seeking groups are encouraged to apply. We welcome all applicants, although Indigenous ancestry is preferred, and only short-listed applicants will be contacted.

**Closing Date:** May 10, 2023

**Start Date:** As soon as possible

**Hours:** Monday to Friday - 8:30 am to 4:30 pm

**Salary:** Based on skills and experience

### **Application Details:**

Please submit your resume, names of three references from related work experience, and a cover letter outlining your interest and detailing how you meet the above qualifications. Only short-listed applicants will be contacted. Address your application to:

Hiring Manager, [hiring@necvancouver.org](mailto:hiring@necvancouver.org)