



EMPLOYMENT OPPORTUNITY
INTERNAL/ EXTERNAL POSTING

Casual Instructor, Contract
Main Campus

Office Administration Employment Training (OAET)
Program

Native Education College (NEC) is a large private Indigenous college in Vancouver and works with First Nations and Indigenous organizations to deliver programs in locations throughout British Columbia. NEC works to strengthen Indigenous communities through accredited programs that lead to employment and higher learning. We strive to combine academic excellence with a strong commitment to First Nations community-based education and the best practices of adult education. At NEC, we are grounded in our Longhouse values of Diversity, Respect, Gratitude, Understanding and Accountability; these are qualities we seek in a successful candidate. Please visit our website for course descriptions and further information. We require an experienced Office Administration Employment Training instructor for the courses below.

OAET 111 Business Documents & Keyboarding	OAET 150 Interpersonal Relations
OAET 121 MS Word	OAET 155 Administrative Procedures
OAET 133 MS Computer Applications – PowerPoint	OAET 160 MS Access Database
OAET 135 MS Excel & Business Math	OAET 180 Job Search Techniques
OAET 145 Business Communications	

The focus of this course is to develop job search strategies for finding suitable practicum placements, and for finding and keeping employment. This will help the students plan their professional deployment for their practicum, and develop the professional attitude needed to maintain a successful career. Areas to be covered in the course include self-assessments, goal setting, planning, organizing, career/job research, communication, ethics, and confidentiality issues, application forms, resume and cover letter production, and the interview process.

Instructor Qualifications:

- Bachelor’s degree in a relevant field, such as a Business or Education degree will also be considered.
- Successful instructional experience at the post-secondary level.
- Knowledge of and successful experience with Indigenous adult instructional methodology.
- Indigenous ancestry or extensive experience working with indigenous organizations.
- Excellent verbal, written and computer communication skills.
- An equivalent combination of education and work experience will be considered.
- Proficient in MS Teams and Moodle

Terms:

Appointment to this casual contract position will require a formal criminal record check, the details of which may preclude an offer of employment being finalized. Preference will be given to qualified Indigenous applicants and individuals with former clinical group supervision. NEC encourages applications from members of equity-seeking groups.

Closing Date:	Until Filled
Contract Dates:	September 2023 – February 2024
Schedule:	10 - 20 hours per week (on campus)
Salary:	\$38.41/hour

Application Details:

Please submit your resume, contact information for 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
 NEC Native Education College

e-mail: hr@necvancouver.org
 285 East 5th Avenue

www.necvancouver.org
 Vancouver, BC V5T 1H2