



**Where Learners Become Leaders**

**EMPLOYMENT OPPORTUNITY**  
INTERNAL / EXTERNAL POSTING

**Manager of Academic Excellence**

Full Time Position

Native Education College (NEC) opened its doors in 1967 and became British Columbia's largest private Indigenous College. NEC's purpose is to contribute to an Indigenous, holistic experience that positions the Indigenous learner to uphold their responsibility and obligations to their family, and nation of origin as autonomous Peoples. NEC provides culturally relevant education and training for Indigenous Peoples to pursue career aspirations and enhance academic goals in alignment with their diverse cultural identities and traditional knowledge. The NEC longhouse offers access to many resources and in-house support that includes cultural and spiritual support, funding, counselling, and career advising from a culturally authentic lens.

**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 VP of Academics and Deans, ensuring traditional cultural integrity, academic innovation, regulatory compliance, policy amendment, and curriculum enhancement.

**Main Responsibilities:**

- 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
- 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.

**Preferred Qualifications:**

- Master's 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

**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:** Open Until Filled  
**Start Date:** As soon as possible  
**Salary:** \$75-90K based on experience and education

**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  
Vancouver, BC

285 East 5<sup>th</sup> Avenue  
V5T 1H2

NEC Native Education College  
E-mail: [hiring@necvancouver.org](mailto: hiring@necvancouver.org)