

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

Reporting to the Registrar, this position will provide assistance and information through the admissions process to prospective and current applicants. Provide career, academic and financial aid advice to students in support of their educational goals and pathways. Manage a caseload of applicants from initial contact to student graduation and alumni follow up. Liaise between students and their sponsors, including attendance, grades, unofficial/official transcripts etc. Properly apply policies, procedures and interpretation of provincial, federal and partner regulations.

www.necvancouver.org

Main Responsibilities:

- Provide a welcoming and supportive contact for prospective students.
- Develop, implement and provide academic and career advice services to all current and prospective students including academic and career planning advice, advice regarding specific academic program options, transferability, admissions processes and course selection, guide prospective students through the application to registration process, and advise and assess students on their suitability for the program they have applied for.
- Assist the IABE program coordinator and IABE students with student course selection as needed.
- Follow-up on applicants' financial assistance including Student Ai BC and educational sponsorship applications.
- Develop and disburse student scholarships, bursaries and awards and assist students with award applications.
- Process student registration forms and update the student database with funding and admissions information. Maintain student financial aid files Provide backup for admissions clerk as required.

Preferred Qualifications:

Any combination of education and work experience as follows will be considered:

- Experience in a related field with at least three years' experience in public relations, student advising or high-level customer service, or an equivalent combination of education and experience may be considered.
- Knowledge, experience with and understanding of Indigenous issues related to Post-Secondary education required.
- Effective oral and written communication including presentation and public speaking skills.
- Ability to deal with stressful situations and meet deadlines in a timely and effective manner.



Terms:

Appointment to this position will require a formal criminal record check, the details of which may preclude finalizing an offer of employment. NEC encourages members of equity-seeking groups to apply. Preference will be given to qualified Indigenous applicants.

Closing Date: Until Filled
Start Date: As soon as possible
End Date: Full time – Permanent.
Hours: Monday to Friday: 35 hours/week
Salary: \$30.38/hour

Application Details:

Please submit your resume, contact information for three references from related work experience, copy of your credentials and current related licenses, 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	285 East 5th Avenue	NEC Native Education College
Vancouver, BC	V5T 1H2	E-mail: hire@necvancouver.org