



EMPLOYMENT OPPORTUNITY
EXTERNAL/INTERNAL POSTING
Associate Dean of Curriculum Development

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 are seeking an Associate Dean of Curriculum and Instruction. At NEC, we are grounded in our Longhouse values of Diversity, Respect, Gratitude, Understanding and Accountability; these are the qualities we seek in a successful candidate.

Position Summary:

The Associate Dean of Curriculum Development will support the Dean of Curriculum and Instruction and the Academic Team on curriculum and instruction initiatives. The position works toward the ongoing development and design of academic and educational programs and learning materials for all programs at the NEC. The position develops proposals, and manages efficient and effective curriculum development processes, and coordinates academic quality with internal academic staff using the best practices of Indigenous education and our Longhouse Values.

Main Responsibilities:

- Ensure that the NEC curriculum reflects the cultural values and educational needs of delivering training in Indigenous communities.
- Promote excellence in curriculum design, focusing on Indigenous pedagogy and the prevention of genocide.
- Ensure that the NEC curriculum is developed to the required specifications and maintained in a well-organized written and electronic format.
- Ensure all curriculum development projects use the best practices of project management.
- Ensure that the NEC curriculum reflects the best practices of Indigenous adult education.

Preferred Qualifications:

- A 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 an 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.
- Willingness to learn and understand the traditional laws and protocols of the Host Nations.
- Skills in managing teams and interdisciplinary work groups
- Understanding of Indigenous adult education methodologies and practices.

Terms:

Appointment to this full-time 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. NEC encourages members of equity-seeking groups to apply. Preference will be given to qualified Indigenous applicants.

Closing Date: Until Filled
Start Date: ASAP
Hours: Monday to Friday - 8:30 am to 4:30 pm
Salary: \$ 38.90/hour as per collective agreement

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
NEC Native Education College

285 East 5th Avenue
Vancouver, BC V5T 1H2

E-mail: hr@necvancouver.org