

**Summer Student**  
**Main Campus**

NEC Native Education College is a large private Indigenous college in Vancouver and also works 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. NEC is currently seeking a summer student to assist the building maintenance staff to maintain NEC facilities.

**Duties:**

**Building Operation and Maintenance**

- routine and scheduled interior cleaning operations
- minor repairs to the buildings and equipment
- maintain exterior grounds in a clean and tidy manner
- move furniture, equipment and supplies
- set up rooms for rental and events
- help ensure proper and efficient operation of all building equipment and systems (mechanical, electrical and plumbing)

**Administration and other:**

- receiving incoming courier packages
- inspecting and reporting procedures

**Qualifications:**

- Able to carry out duties noted above and similar work experience will be considered an asset
- Ability to lift up to 50 lbs.
- Registered as a full-time student in 2023-2024 academic year
- Intend to return to school on a full-time basis next academic year
- Canadian citizen, permanent resident and off-reserve Aboriginal (status or non-status Indigenous, Inuit or Metis)

**Terms:**

Appointment to this full-time position \*(ending August 27, 2024) 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.

\*This position is funded through the Aboriginal Community Careers Employment Services Society (ACCESS).

NOTE: This position may be scheduled to work some weekends.

<b>Closing Date:</b>	<b>UNTIL FILLED</b>
<b>Start Date:</b>	<b>As soon as possible</b>
<b>End Date:</b>	<b>August 27, 2024</b>
<b>Hours:</b>	<b>8:30-4:30, Monday to Friday</b>
<b>Salary:</b>	<b>\$18.00/Hour</b>

**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 5<sup>th</sup> Avenue  
Vancouver, BC V5T 1H2

Fax: 604.873.9152  
[hiring@necvancouver.org](mailto: hiring@necvancouver.org)