



**EMPLOYMENT OPPORTUNITY**  
**EXTERNAL/INTERNAL POSTING**  
**ADMISSIONS COORDINATOR**  
**FULL TIME (PERMANENT)**

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 Admissions Coordinator at NEC will serve as the primary point of contact for prospective leads and applicants. The role is pivotal in ensuring that the admissions process is efficient, transparent, and supportive. Reporting to the Registrar, the Admissions Coordinator will play a crucial role in enhancing enrollment figures and meeting NEC's admissions targets.

**Main Responsibilities:**

- Maintain professionalism and uphold NEC's values throughout the admissions process.
- Provide information on program details, admissions requirements, and financial aid options.
- Conduct outreach calls and organize appointments for Academics, Student Financial Aid Advisors (SFAAs), and Student Services.
- Collaborate closely with Academics, SFAAs, and Student Services to support applicants through the admissions journey.
- Verify applicant information and follow up on outstanding documents.
- Coordinate admissions events, including campus tours and information sessions.
- Provide coverage for Admissions staff when required.
- Assist with alumni graduate surveys and other departmental duties as assigned.

**Preferred Qualifications:**

- Bachelor's Degree or equivalent experience in a related administrative function.
- Minimum of 1 year of experience working in an office environment.
- Strong communication skills, both written and verbal.
- Genuine interest in, and passion for customer service and working with students.
- Experience working in Indigenous organizations preferred.
- Cultural competency and sensitivity to the needs of diverse student populations.

**Terms:**

Appointment to this full-time position will require a formal criminal record check should a recent one not be on file, 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:** Open-ended  
**Hours:** Monday to Friday: 35 hours/week  
**Salary:** \$ 32.00 hour

**Application Details:**

Please submit your resume, a cover letter addressing your interest in the position and detailing how you meet the qualifications and contact information for three references. Native Education College encourages members of equity-seeking groups to apply. Preference will be given to qualified Indigenous applicants. 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)