



EMPLOYMENT OPPORTUNITY

EXTERNAL/INTERNAL POSTING

Student Advisor, Learner to Graduate (Temporary)

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 Student Advisor, Learner to Graduate, will provide academic support and guidance to students throughout their academic journey at NEC. This role includes facilitating workshops, offering resources, and assisting with academic planning to help students achieve their post-secondary and career goals. The Advisor also plays a crucial role in proctoring exams and supporting students in overcoming academic challenges.

Main Responsibilities:

- Serve as a welcoming and supportive contact for both prospective and current students.
- Facilitate workshops to enhance academic success and provide guidance on educational opportunities.
- Assist students with academic planning, course selection, and practicum placements.
- Proctor tests and exams as needed.
- Conduct post-graduation surveys six months after program completion and compile results.
- Offer personalized assistance with career planning and additional education readiness support.
- Support students in overcoming obstacles and ensuring they have access to necessary resources.

Preferred Qualifications:

- Diploma or degree in a related field with at least three years of experience in student advising, or a combination of both
- Proficiency in student or contact management data systems.
- Excellent interpersonal skills, sound judgment, and tact.
- Familiarity with Indigenous issues related to post-secondary education is an asset.
- Experience working with Indigenous Peoples and a strong understanding of the cultural contexts and challenges Indigenous learners face.

Terms:

This is a Temporary unionized position based primarily in an office setting, with some travel and availability outside of regular business hours. The role may require one-on-one and group meetings with students, as well as delivering workshops. Appointment to this 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: \$ 36.25/hr

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 5th Avenue
V5T 1H2

NEC Native Education College
E-mail: hiring@necvancouver.org