



EMPLOYMENT OPPORTUNITY

Internal / External

Full time Permanent Student Financial Aid & Advisor

Main Campus

NEC respects the ancestral and unceded territory of the xʷməθkʷəy̓əm (Musqueam), Skwxwú7mesh (Squamish), and Səl̓ílwətaʔ/Selilwitulh (Tseil-Waututh) Nations. NEC is dedicated to the Peoples of these territories and beyond. We are centering our Nations, one learner at a time. In doing this work collectively, we demonstrate that commitment is more than just showing up.

NEC is committed to protecting and upholding the dignity, safety, and identities of our Indigenous learners. We honor traditional values and Indigenous knowledge, fostering learners' identities, aspirations, and sense of belonging. Our academic programming and wrap-around supports are aligned with the Longhouse Values of the Host Nations.

Position Summary:

The Student Financial Aid & Advisor walks alongside learners as they navigate funding options and financial support throughout their educational journey.

This role helps students understand available resources, supports them through application processes, and ensures financial aid information is handled with accuracy, clarity, and care.

Working closely with Admissions, Finance, and other NEC teams, the Advisor helps ensure students receive timely, culturally safe, and respectful support.

Main Responsibilities:

- Walk alongside learners by offering clear, caring guidance on funding options, eligibility, and application steps.
- Review, process, and track financial aid applications with accuracy, timeliness, and attention to detail.
- Coordinate funding disbursements and support scholarship and bursary processes in collaboration with Finance and Admissions.
- Maintain confidential, organized records and prepare reports that help NEC understand funding needs and trends.
- Communicate respectfully with students, internal teams, and external funding bodies to ensure learners receive timely, culturally safe support.

Preferred Qualifications:

- Diploma or degree in Business Administration, Finance, Accounting, or related field (or equivalent experience).
- 1–3 years of experience in financial aid, student services, finance administration, or similar roles
- Strong understanding of financial processes, documentation, and compliance requirements.
- Excellent attention to detail and accuracy in data entry and record keeping.
- Strong communication and interpersonal skills.
- Ability to handle confidential and sensitive financial information.
- Proficiency in MS Office and student information systems (SIS).
- Ability to work in a fast-paced, service-oriented environment.

- Strong organizational and problem-solving skills.

Terms:

- Appointment may require a criminal record check; results may affect final offer of employment.
- Occasional evening and weekend hours may be required for programming or events.
- NEC welcomes applications from all qualified candidates; preference given to qualified Indigenous applicants

Closing Date:	Until Filled
Start Date:	Asap
Days of Work:	Monday – Friday: 35 hours per week
Salary:	\$31.30/hr. As Per Collective Agreement

Application Details:

Please submit your resume, names of three references from related work experience, a 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
Native Education College

285 East 5th Avenue
Vancouver, BC

E-mail: [hiring@necvancouver.org](mailto: hiring@necvancouver.org)
V5T 1H2