

EMPLOYMENT OPPORTUNITY

Internal / External

Admissions Manager

Full Time Permanent

NEC respects the ancestral and unceded territory of the x^mməθkwəyəm (Musqueam), Skwxwú7mesh (Squamish), and Səlílwətaʔ/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 Admissions Manager provides leadership and oversight of admissions, enrolment, and student financial aid functions at NEC, ensuring a culturally safe, student-centered, and efficient admissions experience for Indigenous learners. The role supports enrolment growth through data-informed practices, team leadership, and compliant, transparent processes.

Working closely with the AVP Enrolment & Registrar and cross-functional leaders, the Manager ensures admissions operations align with NEC's mission and support Indigenous learners and communities. The position contributes to institutional planning, continuous improvement, learner success, and strategic enrolment objectives by monitoring key performance indicators (KPIs), analyzing trends, and strengthening partnerships that improve access and outcomes.

Qualifications:

- Bachelor's degree in a related field or an equivalent combination of education and experience in admissions, enrolment management, or student services.
- Minimum five (5) years of experience in admissions, recruitment, or student services, including supervisory or team-lead experience.
- Demonstrated leadership and coaching skills, with experience supporting team development and performance management.
- Strong analytical skills, including experience interpreting admissions data, monitoring KPIs, and supporting operational decision-making.
- Excellent communication, organizational, and problem-solving skills, with commitment to student-centered service.
- Experience working with student information systems (e.g., Colleague or similar platforms).
- Commitment to culturally responsive practices and supporting Indigenous learners.
- Experience working with Indigenous communities or organizations is an asset.

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. Preference will be given to qualified Indigenous applicants.

Closing Date:	Open until filled.
Start Date:	Asap
Hours:	Monday-Friday, 8:30 am to 4:30 pm. 35 hrs./week
Salary:	\$75-85K/Yr.
Position:	Excluded

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