

## EMPLOYMENT OPPORTUNITY

Internal / External

### Manager of Data Integrity

Full Time Permanent

NEC respects the ancestral and unceded territory of the x<sup>m</sup>məθkwəy̓əm (Musqueam), Skwxwú7mesh (Squamish), and Səlílwətaʔ/Selilwitulh (Tsilil-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 Manager, Data Integrity ensures NEC's student and enrolment data is accurate, reliable, and compliant. Reporting to the AVP, Enrolment & Registrar, this role maintains data standards, supports system integrity, and oversees regulatory reporting and assessment processes.

The Manager provides analysis and insights that help guide institutional planning and supports departments in using data effectively for enrolment, retention, and student success.

#### **Qualifications:**

- Bachelor's degree in information management, business administration, data analytics, computer science, or a related field; an equivalent combination of education and experience will be considered.
- Minimum six (6) years of experience in institutional research, data analysis, educational data management, or related roles.
- Strong understanding of data governance, data quality, and reporting practices, including validation and auditing.
- Experience with student information systems such as Colleague, Informer, or comparable platforms.
- Previous experience in admissions and student records administration is highly desirable.
- Knowledge of privacy legislation (e.g., FIPPA) and data security standards.
- Strong analytical, problem-solving, and organizational skills, with the ability to manage multiple data workflows.
- Excellent communication skills, including the ability to translate complex data into clear, actionable insights.
- Experience delivering training and supporting cross-functional teams in data literacy or system use.
- 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.

<b>Closing Date:</b>	Open until filled.
<b>Start Date:</b>	Asap
<b>Hours:</b>	Monday-Friday, 8:30 am to 4:30 pm. 35 hrs./week
<b>Salary:</b>	\$75-85K/Yr
<b>Position:</b>	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 5<sup>th</sup> Avenue  
Vancouver, BC

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