

EMPLOYMENT OPPORTUNITY
Internal / External
Student Assessment Coordinator
Main Campus

NEC respects the ancestral and unceded territory of the xʷməθkʷəʔəm (Musqueam), Skwxwú7mesh (Squamish), and Səlílwətaʔ/Selilwitulh (Tsleil-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 Assessment Coordinator supports Indigenous learner access and success by guiding students through assessment, admissions, registration, and onboarding. The role coordinates assessment processes, helps learners navigate NEC systems, and strengthens collaboration across Admissions, Academics, Student Services to ensure a smooth and culturally respectful start to each learner's journey.

Qualifications:

- 2–4 years of experience in admissions, business administration, or related educational support roles.
- Experience coordinating assessments, testing processes, or learner placement activities is an asset.
- Strong understanding of Indigenous communities, cultural protocols, and culturally safe learner support practices.
- Strong organizational skills with the ability to manage scheduling, records, and multiple timelines.
- Ability to provide clear, supportive guidance to learners navigating digital systems and institutional processes.
- Strong interpersonal and communication skills, with a learner-centered and culturally respectful approach.
- Ability to work both independently and collaboratively across departments in a team-oriented, culturally diverse, and unionized environment.
- Proficiency with Microsoft Office and comfort working with student information systems, online learning platforms, and digital tools.
- Attention to detail, accuracy, and confidentiality in handling assessment records and learner information.
- Must be able to pass a criminal record check.
- Obtain new Accuplacer certification on annual basis.

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:	\$31.30/hr. As Per Collective Agreement
Position:	Unionized

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
V5T 1H2