

EMPLOYMENT OPPORTUNITY

Internal / External

Associate Arts of Indigenous Studies- Instructional Assistant Main Campus

NEC respects the ancestral and unceded territory of the xʷməθkʷəy̓əm (Musqueam), Skwxwú7mesh (Squamish), and Səl̓ilwətaʔ/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 Instructional Assistant supports the delivery of the Associate Arts of Indigenous Studies Program by assisting with learner progress, classroom activities, breakout sessions, marking, course logistics, LMS support, and administrative tasks. The role works closely with instructors to promote learner engagement and success and contribute to an organized, supportive, and culturally respectful learning environment.

Qualifications:

- Diploma or Bachelors in Education, Indigenous Studies, or a related field, or an equivalent combination of education and experience.
- One to two years of experience in student services, academic support, or program coordination.
- Strong communication, interpersonal, and organizational skills.
- Ability to facilitate small-group or breakout sessions and support classroom activities.
- Experience with Learning Management Systems (LMS) and online learning platforms is an asset.
- Ability to provide constructive learner support and maintain confidentiality and professionalism.
- Strong attention to detail and ability to assist with marking, learner progress tracking, and administrative tasks.
- Demonstrated commitment to culturally respectful, inclusive, and learner-centered practices.
- Ability to work collaboratively with instructors, staff, and learners

Terms:

Appointment to this casual 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, 9:00 am to 2:00 pm- 25 hrs./week
Salary:	\$27.74/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