



## SUMMER EMPLOYMENT PROGRAM CONTRACT OPPORTUNITY

Admissions Office Assistant  
Student Services Department

The NEC Native Education College is a private college for Indigenous learners to live their cultural heritage and realize their true potential. NEC works to strengthen Indigenous communities through accredited programs that lead to employment and higher learning. The Indigenous cultural values in NEC programs are at the core of reconciliation, economic success and a sustainable future for all nations.

### Position Summary:

The Admissions Office Assistant will join the NEC Admissions team which consists of the Admissions Clerk, Financial Aid Advisor, Student Advisor, and Associate Registrar. This team works to provide students with seamless service from inquiry and application through to assessment, registration, and graduation. Responsibilities include, but are not limited to:

- Clerical work (organizing files, archiving, and typing documents)
- Client relations (greeting and directing inquiries via phone, email, and in-person)
- Preparing recruitment and marketing materials for community outreach
- Working independently and as part of a team (being engaged in group meetings and team plans for upcoming needs)
- Communicating with the team, staff, and clients on a daily basis

### Qualifications:

- Between 15 and 30 years of age inclusive
- Preferred level of education – Post-Secondary
- Previous experience in office administration, career or financial advising, or recruitment
- Good oral and written communication skills
- Good computer skills and knowledge of basic office procedures
- Indigenous applicants encouraged to apply

### Terms:

Preference will be given to qualified Aboriginal applicants. Appointment to this contract position will require a formal criminal record check, the details of which may preclude an offer of employment being finalized. This position is open to male and female applicants. This Canada Summer Jobs position is funded through Employment and Social Development Canada.

<b>Closing Date:</b>	<b>Sunday, September 20, 2020 OR UNTIL FILLED</b>
<b>Anticipated contract term:</b>	<b>8 weeks</b>
<b>Hours:</b>	8:30 am to 4:30 pm Monday to Friday (35 hr/wk)
<b>Salary:</b>	\$18.66/hour

### Application Details:

Please submit your resume, names of three references from related work experience, copies of credentials and 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:

W. Simon, Dean of Student Services  
NEC Native Education College  
285 East 5<sup>th</sup> Avenue, Vancouver, BC V5T 1H2

E-mail: [wsimon@necvancouver.org](mailto:wsimon@necvancouver.org)  
Fax: 604.873.9152