

Request for Business Process Developer (Contract)

Operations Manual – Admissions 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.

The NEC Admissions department is a bustling hub where prospective and continuing students can apply to programs, complete assessment testing, explore financial aid and career options, as well as seek assistance with transcripts and other documents.

NEC is seeking a contractor to edit, update and assemble an NEC's Admission Department operations manual with subsections specific to the five primary roles: Admissions Clerk, Financial Aid Advisor, Student Advisor, Recruiter, and Associate Registrar. This will require the contractor to review and update existing procedure manuals and documents as well as work in consultation with the employees in the Admissions department.

NEC is seeking a contractor to:

- 1) Gather and organize relevant information to produce a comprehensive Operations Manual for the Admissions Department.
- 2) Present the information in an easy to follow, professional format with appropriate visuals and checklists.
- 3) Share the document with staff and supervisors for review and feedback.
- 4) Incorporate relevant feedback to improve/optimize the manual before delivering a final version.

The creation of a comprehensive operations manual will provide clarity, increase efficiency and consistency, and assist the department in times when coverage is required. The layout should allow for easy additions and deletions as well as replications.

PREFERED QUALIFICATIONS:

- Bachelor's degree in a related field from an accredited institution.
- Demonstrated success in quality office process development and writing.
- Excellent project management skills.
- Experience working in an Indigenous non-profit environment.

TERMS:

NEC will enter into a Service Contract with successful proponent for the work required. Work to be conducted off-campus. Contract to begin February 2019 with deliverables by March 29, 2019.

APPLICATION DETAILS:

Candidates are invited to send a resume and cover letter clearly identifying your suitability for the contract **by Thursday, January 31, 2019**. Preference will be given to qualified Aboriginal applicants. Only short-listed applicants will be contacted. Address your application to:

G. Peters, Executive Assistant
E-mail: gpeters@necvancouver.org
Fax: 604.873.9152

NEC Native Education College
285 East 5th Avenue
Vancouver, BC V5T 1H2