

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.

Responsibilities of the Position:

The Academic Dean is responsible for the academic and administrative integrity of the educational programs offered by NEC. In this capacity, the Dean of Academics, reporting to the president:

- Plans, develops, implements and manages efficient and effective post-secondary education programming by providing leadership and support to faculty and staff, and by liaising with external partners including funders, other post-secondary education institutions, practicum partners, employers, First Nations and multiple stakeholder organizations;
- Fosters an environment within the organization which contributes to student and graduate success;
- Ensures that programs meet internal and external quality standards, including those of PTIB, accrediting organizations, and other post-secondary institutions ;
- Ensures that programs are delivered using the best practices of Aboriginal adult education;
- Contributes to the management of NEC and undertakes activities which make a positive contribution to achieving its overall mission.

Qualifications:

- Masters degree in a related field (e.g., adult education, higher education, administration) from an accredited institution and at least three years of senior management experience, preferably in a post -secondary setting; or equivalent combination of education and experience;
- Excellent analytical, organizational, problem-solving, conflict management, change management, interpersonal, communication, program development, project management, and planning skills;
- Demonstrated leadership capacity and skills to set clear goals and the ability to empower and engage staff and stakeholders;
- Commitment to quality in education and the ability to manage continuous improvement from concept to reality;
- Skills in developing and managing partnerships at multiple levels;
- Ability to develop, interpret and apply multiple levels of internal and external requirements, including policies, procedures, laws, and organizational bylaws in complex situations;
- Demonstrated ability to use budget and financial administration skills;
- Experience managing in a unionized environment;
- Knowledge or experience working with Indigenous organizations;
- Understanding of Indigenous organizational and adult education practices.

Terms:

This is a full time excluded position with a six month probationary period. Appointment to this position will require a formal criminal record check, the details of which may preclude an offer of employment being finalized. Preference will be given to qualified Indigenous applicants.

Closing date:	Open until filled.
Earliest Start Date:	As soon as possible
Hours:	8:00 am to 4:00 pm Monday through Friday (or 7 hr/day as scheduled)
Salary:	Based on a combination of qualifications and experience

Application Details:

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

G. Peters, Executive Assistant
NEC Native Education College

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Vancouver, BC V5T 1H2

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E-mail: gpeters@necvancouver.org