



**EMPLOYMENT OPPORTUNITY
EXTERNAL POSTING**

Financial Aid Advisor (leave replacement)
Student Services Department
Main Campus

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. NEC is currently seeking leave replacement contract coverage for the role of **Financial Aid Advisor**.

Position Summary:

This position works as part of the Admissions team including the Admissions Clerk and the Student Advisor to support the department functions, as well as provide financial information directly to potential students. NEC would like to fill a **Financial Aid Advisor** contract leave replacement where responsibilities include: assist potential students with applying for funding prior to registration into NEC, assist applicants with Student Loan applications, ensuring all forms and reports are produced and delivered in a timely manner, be available to liaise between students and their sponsors, regarding attendance, grades, unofficial / official transcripts, etc. The incumbent must apply NEC and applicable regulation body policies, procedures and interprets provincial and federal regulations. Providing a welcoming environment to potential students as well as representing NEC at both internal and external events, providing information on NEC programs to community members and agency staff, are priorities of this post.

Preferred Qualifications:

- Successful completion of a post-secondary Diploma (at least 2 years) in a relevant area, degree preferred;
- One year of relevant work experience, or an equivalent combination of education, training, and transferable skills;
- Excellent interpersonal skills, the ability to clearly communicate concepts, and proven ability to work with people with an open-minded, student-centered perspective;
- Demonstrated ability to use an Access database, online forms and excellent filing and organizational skills;
- Ability to deal with stressful situations and meet deadlines in a timely and effective manner.

Terms:

This is a leave replacement contract position with a 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. This position is open to both male and female applicants. Preference will be given to qualified Aboriginal applicants.

Closing Date:	Monday, January 25, 2021
Contract Dates:	As soon as possible – July 16, 2021
Hours:	35 hrs/wk
Salary:	\$24.35/hr

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:

E. Kinequon, Executive Assistant
NEC Native Education College

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