

Casual Instructor(s), Contract

Office Administration & Employment Training Certificate
Program
Main Campus

NEC Native Education College is a large private Aboriginal college in Vancouver and also works with First Nations and Aboriginal organizations to deliver programs in locations throughout British Columbia. NEC works to strengthen Indigenous communities through accredited programs that lead to employment and higher learning. Students have access to many resources and in-house support that includes funding, counselling and career advising. We are seeking **Casual Instructor(s)** for delivery of the following courses for the above noted program:

Business English & Communications OAET 145

Administrative Procedures OAET 155

Qualifications:

Any combination of education and work experience as follows will be considered:

- Bachelor Degree or a B.A. with a Provincial Instructor's Diploma, or a Master's Degree in a relevant field;
- Significant teaching experience in working with adults, preferably in the Adult Basic Education field; must be proficient in MS Teams and Moodle;
- Knowledge of Aboriginal values, communities, and instructional methodology; and
- Aboriginal ancestry or extensive experience working with Aboriginal organizations.

Terms:

Appointment to these short-term contract positions 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. Preference will be given to qualified Aboriginal applicants.

Closing Date:	Monday, December 28, 2020
Starting Date:	January 4, 2021
Hours:	Each course schedule to be determined
Salary:	\$31.26/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. Must be able to teach at least three of the above listed courses. **Please indicate each course you are interested and qualified to instruct – you may be considered for more than one course barring scheduling conflicts.** Only short listed applicants will be contacted. Address your application to:

Teresa Ritchie, OAET Coordinator	285 East 5 th Avenue	Fax: 604.873.9152
NEC Native Education College	Vancouver, BC V5T 1H2	E-mail: tritchie@necvancouver.org