

EMPLOYMENT OPPORTUNITY
EXTERNAL POST

Casual Instructor(s), Contract
Office Administration 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:

OAC 111 Keyboarding and Speed Accuracy
OAC 121 MS Word
OAC 133 Computer Applications
OAC 135 Business Math and Excel Spreadsheets

Please check out our website for additional information on this program or these courses.

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;
- 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:	OPEN UNTIL FILLED (applications reviewed as received)
Starting Date:	week of September 9, 2019
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. **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:

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