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.

**Main Responsibilities:**
- Provide a welcoming and supportive contact for prospective students
- Oversee and evaluate (where required) student entrance assessments
- Schedule Program Coordinator program suitability interviews for applicants
- Develop, implement and provide academic and career advice services to all current and prospective students including academic and career planning advice, advice regarding specific academic program options, transferability, admissions processes and course selection, guide prospective students through the application to registration process, and advise and assess students on their suitability for the program they have applied for
- Assist the AABE program manager and AABE students with student course selection as needed
- Conduct the NEC post graduation survey for all students six months after program completion and compile results
- Provide backup for admissions clerk and financial aid positions as required
- Other duties as may be assigned from time to time

**Qualifications:**
- A degree in a related field with at least three years experience in student advising or an equivalent combination of education and experience may be considered
- Initiative, resourcefulness and creativity in project management
- Proficiency in student or contact management data systems
- Sound judgment, tact, excellent interpersonal skills and works effectively with students, staff and community
- Effective oral and written communication skills
- Familiarity with Aboriginal issues related to post-secondary education would be considered an asset

**Terms:**
Appointment to this full-time contract position with probationary period, 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.

<table>
<thead>
<tr>
<th>Closing Date:</th>
<th>Wednesday, December 11, 2019</th>
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<tbody>
<tr>
<td>Contract End Date:</td>
<td>February 14, 2020, with possibility of extension</td>
</tr>
<tr>
<td>Hours:</td>
<td>8:30 am to 4:30 pm Monday to Friday (35 hr/wk)</td>
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<tr>
<td>Salary:</td>
<td>$25.48/hour</td>
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**Application Details:**
Please submit your resume, names of three references from related work experience, copies of credentials and related licenses, 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 285 East 5th Avenue Fax: 604.873.9152
NEC Native Education College Vancouver, BC V5T 1H2 E-mail: gpeters@necvancouver.org

www.necvancouver.org