

**Admissions Clerk**  
**MAIN CAMPUS**

NEC Native Education College is the largest private Indigenous College in Vancouver and works with First Nations and Indigenous organizations to deliver programs in locations throughout British Columbia. NEC works to strengthen Indigenous communities through offering programs to lead employment and higher learning. This position provides administrative support to the Admissions Department as part of the Student Services team.

**Position Summary:**

The Admissions Clerk works with staff within Student Services including Admissions and financial aid to support the Registrar, Admissions, and the department functions. This position is responsible for ensuring that all documentation and student records are maintained, reception for walk-in students, telephone receptions and other duties as specified. Specific responsibilities include data entry updating and maintain student information and files, working with confidential information, directing all inquiries by walk-in, telephone, and email to the appropriate person, generating and maintaining class lists, schedules, attendance, invoices, and statistical reports. And supporting the Student Services Department staff. As a member of the student services team, you will report to the Registrar who ay determine additional duties.

**Qualifications:**

- Grade 12 with a certificate or diploma in office administration with six months to one year of proven experience working in a business, non-profit or educational institution.
- Experienced in using a student management information database (Banner, GradPro), with an advanced level of computer literacy including MS Office. Prefer experience in managing projects, working effectively in teams with the ability to work independently.
- Ability to communicate with tact and discretion concerning student issues, and the ability to organize tasks and work well during high volume days such as new program start dates.
- Ability to maintain confidentiality and work both independently and well within a team.
- Ability to show initiative and complete tasks within a time frame.
- Demonstrated superior communication skills (oral, written and presentation) for clear and tactful relations with students, staff, other colleges/universities, external agencies, and the public.
- Excellent customer service skills with a positive attitude.
- Strong interpersonal, team building, organizational, and problem-solving skills.

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

**Terms:**

Appointment to this full time, permanent position will require a formal criminal record check, the details of which may preclude finalizing an offer of employment. Preference will be given to qualified Indigenous applicants.

<b>Closing Date:</b>	<b>Open until filled</b>
<b>Start Date:</b>	As soon as possible
<b>Hours:</b>	35 hours per week
<b>Salary:</b>	\$21.92 (as per the BCGEU collective agreement)

Please submit your resume and a cover letter outlining your interest and detailing how you meet the above qualifications. NEC encourages individuals from equity-seeking groups to apply. Only short-listed applicants will be contacted. Address your application to:

E. Kinequon, Executive Assistant  
NEC Native Education College

285 East 5<sup>th</sup> Avenue  
Vancouver, BC V5T 1H2

E-mail: [ekinequon@necvancouver.org](mailto:ekinequon@necvancouver.org)