



EMPLOYMENT OPPORTUNITY
INTERNAL/EXTERNAL POSTING

Associate Dean of Curriculum Development
Full Time Position

Native Education College is the largest private Indigenous College in BC, working with First Nations and Indigenous organizations to deliver programs in locations throughout British Columbia. We strive to combine academic excellence with a strong commitment to First Nations community-based education and the best practices of adult education.

Position Summary:

The Associate Dean of Curriculum Development oversees the academic documents and online templates and learning materials of all programs at the NEC. The position develops proposals, manages efficient and effective curriculum development processes, and coordinates academic quality with internal academic staff using the best practices of Indigenous adult education. Reporting to the Dean of Academics, this position supervises subject matter experts, project managers, and instructional designers and contributes to the management of NEC's academic departments.

Main Responsibilities:

- Ensure that NEC curriculum reflects the cultural values and educational needs of Indigenous communities
- Ensure that NEC curriculum is developed to required specifications and maintained in a well-organized written format
- Ensure all curriculum development projects use the best practices of project management
- Ensure the articulation and accreditation of NEC programs and individual courses
- Ensure that NEC curriculum reflects the best practices of Indigenous adult education
- Liaison with other NEC departments on student book and supply orders, student records, and provision of NEC curriculum
- Moodle Administration

Preferred Qualifications:

- Degree in a related field (e.g., adult education, higher education, administration) from an accredited institution and at least three years of curriculum development or instructional design experience in a post-secondary setting, or equivalent combination of education and experience
- Excellent instructional, organizational, project management, writing, editing, and planning skills
- Commitment to quality in education and the ability to manage continuous improvement from concept to reality
- Skills in managing teams and interdisciplinary work groups as well as online learning management systems
- Ability to use budget/financial administration skills
- Knowledge or experience working with Indigenous organizations
- Understanding of Indigenous adult education practices

Terms:

Appointment to this full-time Regular position will require a formal criminal record check, the details of which may preclude finalizing an offer of employment. Members of equity-seeking groups are encouraged to apply. We welcome all applicants, although Indigenous ancestry is preferred, and only short-listed applicants will be contacted.

Closing Date: Until Filled
Start Date: ASAP
Hours: Monday to Friday - 8:30 am to 4:30 pm
Salary: \$32.13 per hour

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:

Hiring Manager
NEC Native Education College

285 East 5th Avenue
Vancouver, BC V5T 1H2

Fax 604-873-9152
E-mail: info@necvancouver.org