Native Education College
Where Learners Become Leaders

EMPLOYMENT OPPORTUNITY
INTERNAL/EXTERNAL POSTING

Student & Financial Aid Advisor (Contract)

Student Services Department

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. NEC is currently seeking a **Student & Financial Aid Advisor** to fill a leave in the student services department.

Main Responsibilities:

- Provide a welcoming and supportive contact for prospective students.
- 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.
- Provide financial aid advice and funding application assistance to students, in person, by telephone and electronically; determine applicants' eligibility and process student funding program applications and ensure compliance with all regulations; conduct all required follow up for Student Aid BC
- Follow-up on applicants' financial assistance and educational sponsorship applications.
- Develop and disburse student scholarships, bursaries and awards and assist student with award applications.
- Oversee and evaluate (where required) entrance assessments.
- Process student registration forms and update the student database with funding and admissions information. Maintain student financial aid files.
- Determine eligibility for assistance with transportation costs and coordinate post-secondary students' transit program.
- Oversee production of student photo ID.
- Provide backup for admissions clerk and financial aid positions as required.
- Other duties and cultural work from time to time as called upon in the Longhouse.

Qualifications:

- A degree in a related field with at least three years' experience in public relations, student advising or high-level customer service, 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.
- Knowledge, experience with and understanding of Indigenous issues related to post-secondary education required.
- Ability to travel and availability to work evenings and weekend as required.

Terms:

Appointment to this leave replacement coverage contract will require a formal criminal record check, the details of which may preclude an offer of employment being finalized. NEC encourages applications from members of equity-seeking groups. Preference will be given to qualified Indigenous applicants.

Closing Date:	Until Filled
Start/End Date:	ASAP – Dec. 17/21 (with possibility of extension)
Hours:	8:30 am to 4:30 pm Monday to Friday (35 hr/wk)
Salary:	$26.51/hour

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:

Caroline Thomas
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