

NEC Native Education College is the largest private Indigenous College in Vancouver and also 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.

Position Summary:

The purpose of the Dean of Student Services position is to oversee and build support services for students, ensuring students and authorized parties have access to applicable student related information. This position supervises the student services department overall, fosters an environment contributing to student success and contributes to the management of NEC.

Specific Accountabilities;

- Plan, develop, implement, and manage efficient and effective support systems for student services including library, bookstore, canteen, extra-curricular activities, student-union, and counselling services.
- Oversee student related responsibilities and clarify and resolve student issues and/or policies.
- As a member of the management team, plan, implement, and review NEC operations relating to student services, and secure funding sources for the department.
- Provides leadership and support to staff, liaising with external partners including funding agencies, other post- secondary education institutions, practicum partners, employers. and multiple stakeholder organizations.
- Supervises student support staff including Librarian, Counsellor(s), Cultural Coordinator, Food Service Worker and manages budget for the student services department.
- Ensures that services are delivered in a culturally authentic and responsible manner.
- Contributes to the management of NEC and undertakes activities which make a positive contribution to achieving its overall mission.
- Manages available financial resources and accesses new resources by developing program budgets for core programs and the delivery of programs with community partners across BC.
- Leads project teams and assigns, monitors, and evaluates the work of external contractors.
- Seeks fundraising opportunities and applies for grant monies for extra-curricular programming.

Qualifications:

- Bachelor's degree from an accredited institution and at least three years of senior management experience, preferably in a post-secondary setting, or equivalent combination of education and experience.
- Strong, cultural knowledge of the local host nations.
- Demonstrated capacity to set clear goals and ability to implement them
- Engage in healthy, productive relationships with staff and stakeholders.
- Ability to develop and manage a continuous improvement process in service delivery, policy development and student engagement.
- Demonstrated leadership ability in developing, presenting, and carrying out workplans
- Ability to develop, interpret and apply multiple levels of internal and external requirements, including policies, procedures, laws, statutes, and organizational bylaws in complex situations.
- Demonstrated success in budget/financial administration skills.
- Extensive human relations management experience and a demonstrated ability to manage in a unionized environment.
- Excellent analytical, organizational, problem-solving, conflict management, change management, interpersonal and communication skills.



Native Education College

Where Learners Become Leaders

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.

Closing Date:

Start Date:

Hours:

Salary:

Open Until Filled

As soon as possible

35 hours per week

Salary based on skills, education, and experience

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 5th Avenue
Vancouver, BC V5T 1H2

E-mail: ekinequon@necvancouver.org