

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 Registrar position is to manage the operations of the admissions function(s), including serving as the senior staff responsible for strategic enrolment management, policy implementation and student record maintenance. This position also supervises staff in the admissions department including admissions clerks, financial aid advisor and student advisor. The Registrar leads the work in a respectful manner that honors the local Indigenous values and protocols, so to enhance and build upon authentic Indigenous relationships with all partners and stakeholders, NEC staff, and community.

Specific Accountabilities

- Develop, initiate, and launch Admission's department upgrades including software, procedures and policy.
- Hire, train, schedule and assign work to admissions and registration staff (including financial aid and student advising), and manage the admissions department's workload to ensure deliverables are met in a timely manner in alignment with the strategic plan.
- Oversee the timely and accurate collection of necessary documentation for student tuition and fees.
- Participate in setting the annual departmental budget and manage this budget, working with the Director of Finance and President to monitor fiscal responsibility. Determine viability of programs for each academic year.
- Responsible for Admissions staff performance management.
- Communicate and model institutional policies, procedures, and cultural accountability.
- Manage entrance, graduation, and credit transfer requirements for all programs and consult with partners, and other colleges, universities.
- Manage and oversee the student database to ensure accurate and timely data entry in alignment with policy. Provide regular statistical reports to management team.
- Submit reporting requirements to Ministries, PTIB (as it relates to admissions) and other funding sources and negotiate terms, as needed.
- Manage and ensure data integrity and accuracy for a safe and secure student records management system and create new policy as needed.
- Collaborate with management team in the development of annual strategic planning, implementation and active participation in all college activities.

Qualifications:

- A Master's degree with three to five years of experience in a public postsecondary educational institution. An equivalent combination of education and experience may be considered.
- Demonstrated experience in supervising staff.
- Demonstrated experience in development of policy, program review, systems review, and performance management.
- Experienced in managing a student information database (Banner, GradPro), with an advanced level of computer literacy including MS Office.
- Experienced in redesigning services and processes to support the provision of excellent customer service.
- Experienced in leading, respectful strong stakeholder relationships with students, staff, other colleges/universities, external agencies, government, and the public.
- Experience with managing administrative projects.



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:	Open Until Filled
Start Date:	As soon as possible
Hours:	35 hours per week
Salary:	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