

Program Assistant - SUCCESS Scholars Program -
Advising Center (Part-Time)
Quinsigamond Community College

Direct Link: <https://www.AcademicKeys.com/r?job=246694>

Downloaded On: Oct. 19, 2024 1:15pm

Posted Oct. 8, 2024, set to expire Oct. 20, 2024

Job Title	Program Assistant - SUCCESS Scholars Program - Advising Center (Part-Time)
Department	SUCCESS Scholars Initiative
Institution	Quinsigamond Community College Worcester, Massachusetts
Date Posted	Oct. 8, 2024
Application Deadline	10/20/2024
Position Start Date	Available immediately
Job Categories	Other Administrative Categories
Academic Field(s)	Administration - Other
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Job Description

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Program Assistant - SUCCESS Scholars Program - Advising Center (Part-Time)

Category: Part Time Non-Benefitted

Department:

Locations: Worcester, MA

Posted:

Closes: 10/20/2024

Type: Part Time

Position ID: 181713

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General Statement

The part time Program Assistant will assist with the SUCCESS Scholars Initiative, a program that provides comprehensive, wrap-around support to identified QCC students. Assist the Associate Director and SUCCESS Coordinators with operationalizing the program, including preparing reports, data entry, budget tracking, organizing appointments, mass student communication, meeting and event planning. The Program Assistant will serve as back-up support for receptionist coverage in the Advising Center, offer general office support and other duties as assigned.

Supervision Received

Reports to Associate Director of Academic Advising

Duties and Responsibilities

- Collaborate with Associate Director and SUCCESS Coordinators to maintain records of SUCCESS Scholar students within the Student Information System, and other databases.
- Monitor program budget; track inventory, assist with the ordering and processing of SUCCESS funded purchases and maintain appropriate documentation.
- Assist with the running of reports and organizing Excel documents for data collection purposes.
- Assist with bi-annual report writing and presentations.
- Prepare emails, flyers, presentations, and promotional materials.
- Assist with sending out mass communications, announcements, and reminders to students and staff.
- Coordinate logistics for events, such as workshops, community building events, and transfer trips; prepare communications, room reservations, purchases, and supplies as needed.
- Coordinate bi-weekly SUCCESS Staff meetings; prepare agendas, take notes, and disseminate information to SUCCESS team.
- Ensure student confidentiality is maintained; abide by FERPA guidelines.
- Perform miscellaneous office duties as assigned, such as filing, answering phones, and keeping routine office records.
- Update, scan, shred information and office files.
- Assist with front desk triage, including answering phones, answering general student questions, and directing students to appropriate resources.
- Operate and monitor use of office machines and equipment, such as copy machines, printers, etc.
- Provide flexible, responsive, and high-quality customer service to all whom we serve, be they students, community or staff, and continuously assesses processes and procedures to revise accordingly.

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- Any other assistance needed within the Department.
- Perform other related duties as assigned

Job Requirements:

Minimum Qualifications

- High school diploma/GED
- Proficient with Microsoft applications including excel

Additional Information:

Quinsigamond Community College is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, color, national origin, ethnicity, gender, disability, religion, age, veteran status, genetic information, gender identity or sexual orientation in its programs and activities as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable statutes and college policies. The College prohibits sexual harassment, including sexual violence. Inquiries or complaints concerning discrimination, harassment, retaliation, or sexual violence shall be referred to the College's Affirmative Action and/or Title IX Coordinator, the Massachusetts Commission against Discrimination, the Equal Employment Opportunities Commission or the United States Department of Education's Office for Civil Rights.

Quinsigamond Community College will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Diversity, inclusion, and equity are core values at Quinsigamond Community College. We are passionate about building and sustaining an inclusive, respectful, and equitable environment for all students, staff, and faculty. Every member on our college campus enriches our diversity. We support inclusion and are dedicated to ensuring equity in access to opportunities.

Quinsigamond Community College is an equal opportunity/affirmative action employer. Members of underrepresented groups, minorities, women, veterans, persons with disabilities, and all persons committed to diversity and inclusive excellence are strongly encouraged to apply.

Successful applicants will be required to complete a Criminal Offender Record Information



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(CORI/SORI) request.

To apply, visit <http://qcc.interviewexchange.com/jobofferdetails.jsp?JOBID=181713>

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

SUCCESS Scholars Initiative
Quinsigamond Community College

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