

Staff Assistant- Institutional Advancement
Quinsigamond Community College

Direct Link: <https://www.AcademicKeys.com/r?job=254547>

Downloaded On: Apr. 3, 2025 4:26am

Posted Mar. 18, 2025, set to expire Apr. 6, 2025

| | |
|-----------------------------|---|
| Job Title | Staff Assistant- Institutional Advancement |
| Department | Institutional Advancement Office |
| Institution | Quinsigamond Community College Worcester, Massachusetts |
| Date Posted | Mar. 18, 2025 |
| Application Deadline | 04/06/2025 |
| Position Start Date | Available immediately |
| Job Categories | Other Administrative Categories |
| Academic Field(s) | Administration - Other |
| Apply Online Here | https://apptrkr.com/6082467 |
| Apply By Email | |
| Job Description | |

Image not found or type unknown



Staff Assistant- Institutional Advancement

Category: Administrative

Department:

Locations: Worcester, MA

Posted:

Closes: 4/6/2025

Type:

Position ID: 186360

Staff Assistant- Institutional Advancement Quinsigamond Community College

Direct Link: <https://www.AcademicKeys.com/r?job=254547>

Downloaded On: Apr. 3, 2025 4:26am

Posted Mar. 18, 2025, set to expire Apr. 6, 2025

General Statement

The Staff Assistant oversees all administrative functions of the [Institutional Advancement Office](#), which includes Alumni Engagement, Community Engagement, Development, Advancement, Grants Development, and the Quinsigamond Community Foundation. The Staff Assistant provides support to the Chief Advancement Officer and Executive Director of Development (CAOED), Institutional Advancement staff, and the QCC Foundation. The Staff Assistant supports the CAOED in overseeing all the responsibilities of the Advancement Office, including financial planning and reporting, communication, projects and initiatives, operational and administrative functions, meetings and special events and planning.

Supervision Received

Reports directly to the Chief Advancement Officer and Executive Director of Development, within the Institutional Advancement Office.

Supervision Exercised

May supervise full-time and part-time clerical support and work study students. Will also oversee vendors' services.

Duties and Responsibilities

- Assists and supports the Chief Advancement Officer and Executive Director of Development and associated staff with duties and responsibilities pertinent to administering and managing the Advancement Office effectively.
- Assists in maintaining the calendars Chief Advancement Officer and Executive Director of Development and the Advancement Office staff, prioritizes and schedules meetings with college and community stakeholders.
- Coordinates multisector and multidepartment meetings with College and external top leadership stakeholders.
- Represents the Advancement Office in meetings, as assigned.
- Develops and maintains a comprehensive list of projects and initiatives to be implemented and executed in the Advancement Office.
- Provides support and advice in the preparation of the fiscal year budget requests and financial reports.
- Exercises independent judgement and makes decisions independently.
- Demonstrates discretion and maintains a high level of confidentiality.

Staff Assistant- Institutional Advancement Quinsigamond Community College

Direct Link: <https://www.AcademicKeys.com/r?job=254547>

Downloaded On: Apr. 3, 2025 4:26am

Posted Mar. 18, 2025, set to expire Apr. 6, 2025

- Organizes the flow of work in the Advancement Office, adjusting priorities in a multi-tasking, multi-office department.
- Plans and drafts correspondence for the Chief Advancement Officer and Executive Director of Development, Advancement Office, staff, and the QCC Foundation.
- Sets up and maintains effective record keeping systems for the Advancement Office and the QCC Foundation.
- Manages the physical and electronic files for appropriate record retention.
- Supports special events and projects throughout the Advancement Office.
- Coordinates the Advancement Office staff meetings and QCC Foundation meetings, taking notes and minutes when needed, and ensures that appropriate follow-up actions are documented.
- Acts as liaison between the Chief Advancement Officer and Executive Director of Development and cost center heads/grant directors regarding procedural matters relative to IPRs, Travel Authorization Requests, and other pertinent documents.
- Reviews documentation and files for completeness and accuracy, verifies data and forwards documents/forms for action.
- Makes copies of forms and documents and processes printing orders.
- Serves on college-wide committees.
- Maintains shared databases and files using various computers programs, such as Microsoft Word, Excel, Power Point, Outlook, Access, and Raiser's Edge.
- Supports Budgets and Purchasing by accessing budget information and entering Purchase Order Information.
- Actively supporting the teaching and learning process; working to create and support a student-centered environment.
- Working actively with other areas of the College to ensure a spirit of college-wide collaboration, collegiality, civility, and teamwork.
- Embracing and supporting the principle that "diversity is everybody's business" through the daily performance of duties and responsibilities.
- Providing flexible, responsive, and high-quality customer service to all whom we serve, be they students, community, or staff, and continuously assessing processes and procedures to revise accordingly.
- Performing other related duties as assigned.

Job Requirements:

Minimum Qualifications

- Associates Degree in Business Administration, Office Management, or a related field.

Staff Assistant- Institutional Advancement Quinsigamond Community College

Direct Link: <https://www.AcademicKeys.com/r?job=254547>

Downloaded On: Apr. 3, 2025 4:26am

Posted Mar. 18, 2025, set to expire Apr. 6, 2025

- Two years of experience in an administrative position.
- Strong written and oral communication skills.
- Experience working in a highly collaborative, interdependent environment.
- Demonstrated computer skills including word processing, database, and presentation applications.
- Experience with purchase orders, budget allocation, and budget management.
- Problem-solving focus with strong decision-making skills.
- Strong interpersonal skills.

Preferred Qualifications

- Two (2) years of experience working in a higher education environment.
- Experience coordinating programs, projects, events, and initiatives.
- Experience with Raiser's Edge
- Knowledge of community stakeholders, community-based organizations, and other entities affiliated with the college.
- Experience working with executive leadership.

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.



Staff Assistant- Institutional Advancement Quinsigamond Community College

Direct Link: <https://www.AcademicKeys.com/r?job=254547>

Downloaded On: Apr. 3, 2025 4:26am

Posted Mar. 18, 2025, set to expire Apr. 6, 2025

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 (CORI/SORI) request.

To apply, visit <http://qcc.interviewexchange.com/jobofferdetails.jsp?JOBID=186360>

Contact Information

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

Contact

Institutional Advancement Office
Quinsigamond Community College

,