

Evening/Weekend Administrator (Part-Time)
Quinsigamond Community College

Direct Link: <https://www.AcademicKeys.com/r?job=256568>

Downloaded On: May. 5, 2025 11:25pm

Posted May 5, 2025, set to expire May 18, 2025

Job Title Evening/Weekend Administrator (Part-Time)
Department Academic Affairs
Institution Quinsigamond Community College
Worcester, Massachusetts

Date Posted May 5, 2025

Application Deadline 05/18/2025

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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Evening/Weekend Administrator (Part-Time)

Category: Administrative

Department:

Locations: Worcester, MA

Posted:

Closes: 5/18/2025

Type: Part Time

Position ID: 187833

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General Statement

The Evening/Weekend Administrator is part of a service area that is responsible for the coordination of Academic Affairs activities on the West Boylston Street campus. The Administrators serve as liaisons, facilitating communication between evening and weekend faculty, staff, facilities, media, and instructional deans. They also assist students and support the Welcome Center desk. The hours during the Fall and Spring semesters are 4:00 pm to 8:00 pm Monday through Thursday and 9:00 am to 12:00 pm on Saturday, with three administrators working various days. This position is for one Evening Administrator 3-4 shifts with some flexibility on the days.

Supervision Received

The Evening/Weekend Administrator reports directly to the Executive Director of Distance/Online Learning and the Center for Academic Excellence.

Supervision Exercised:

None

Duties and Responsibilities:

1. Supports evening/weekend faculty and students with needs and including locating classes and providing guidance and resources.
2. Monitors the campus facility for issues such as ice or broken equipment/elevators.
3. Creates Excel spreadsheets with full schedule of on-campus classes M-Th.
4. Monitors faculty absent list and informs students when faculty are out.
5. Serves as an information resource for facilities, media, and all Academic Support Services personnel in the evening and on weekends when classes are in session.
6. Coordinates services to faculty by delivering messages and mail to classrooms when needed.
7. Keeps a log of activities accomplished by members of the unit and complies this data into reports used for planning and accountability.
8. Meets monthly with the Executive Director of Online Learning and the Evening Administration team.
9. The Evening/Weekend Administration Team engages with team members and day staff in a helpful, constructive, and collegial manner.
10. Assesses evening/weekend teaching and learning needs and advises Supervisor and Instructional Deans when necessary.
11. Maintains excellent communication with the College offices to ensure the provision of high-quality

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academic services to evening and weekend faculty and students.

12. Performs other duties as assigned.

Job Requirements:

Minimum Qualifications

1. Associate Degree with at least 1 year of administrative work experience
2. Excellent customer service skills and the ability to take initiative and problem solve
3. Experience with word processing programs
4. Ability to move between classrooms located in five campus buildings during part of every shift.

Preferred Qualifications

1. Bachelor's degree
2. Experience with Excel and spreadsheets
3. Administrative/supervisory work experience in a college.

Salary/Hours

Starting at \$19.00 per hour. No benefits. This position involves working 3-5 shifts per week within the following schedule: Monday through Wednesday from 4:00 p.m. to 8:00 p.m. and Saturdays 9:00 to 12:00 when evening and Saturday classes are in session during Fall and Spring semesters (approximately 30 weeks a year)

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

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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 (CORI/SORI) request.

To apply, visit <http://qcc.interviewexchange.com/jobofferdetails.jsp?JOBID=187833>

Contact Information

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

Contact

Academic Affairs
Quinsigamond Community College

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