

Human Resources Assistant (Part-Time)
Quinsigamond Community College

Direct Link: <https://www.AcademicKeys.com/r?job=257701>

Downloaded On: Jun. 6, 2025 1:46pm

Posted Jun. 3, 2025, set to expire Jun. 15, 2025

Job Title Human Resources Assistant (Part-Time)
Department Human Resources Office
Institution Quinsigamond Community College
Worcester, Massachusetts

Date Posted Jun. 3, 2025

Application Deadline 06/15/2025

Position Start Date Available immediately

Job Categories Other Administrative Categories

Academic Field(s) Administration - Human Resources

Apply Online Here <https://apptrkr.com/6268058>

Apply By Email

Job Description

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Human Resources Assistant (Part-Time)

Category: Part Time Non-Benefitted

Department: Human Resources Office

Locations: Worcester, MA

Posted:

Closes: 6/15/2025

Type: Part Time

Position ID: 188666

General Statement

Human Resources Assistant (Part-Time) Quinsigamond Community College

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The Human Resources Assistant will be responsible for a range of Human Resources tasks. Functioning in a front office environment, the Human Resources Assistant will interact with the College's staff and students providing a variety of HR services.

Supervision Received

Reports to the Executive Director of Human Resources or designee.

Duties and Responsibilities

- Acts as the first line of support to the Office of Human Resources via office and phone line.
- Performs miscellaneous office duties as assigned, such as filing, answering phones, and keeping routine office records.
- Respond to inquiries regarding applications and other employment related matters.
- Make Staff and Faculty ID's.
- Perform other duties as assigned

Job Requirements:

Minimum Qualifications

- High School diploma/GED
- Ability to maintain accurate records.
- Excellent written and verbal communication skills.
- Excellent computer, oral and written communication skills.
- Flexibility.
- Must be detail oriented.

Preferred Qualifications

- Experience working in a fast-paced environment.
- Bi-lingual a plus.
- Desire to learn and grow in the human resources field

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

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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 (CORI/SORI) request.

To apply, visit <http://qcc.interviewexchange.com/jobofferdetails.jsp?JOBID=188666>

Contact Information

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

Contact

Human Resources Office
Quinsigamond Community College

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