

Student Account Cashier (Part-Time)
Quinsigamond Community College

Direct Link: <https://www.AcademicKeys.com/r?job=258091>

Downloaded On: Jun. 12, 2025 7:42pm

Posted Jun. 10, 2025, set to expire Jun. 29, 2025

Job Title Student Account Cashier (Part-Time)
Department Business Office
Institution Quinsigamond Community College
Worcester, Massachusetts

Date Posted Jun. 10, 2025

Application Deadline 06/29/2025

Position Start Date Available immediately

Job Categories Other Administrative Categories

Academic Field(s) Administration - Accounting & Finance

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Job Description

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Student Account Cashier (Part-Time)

Category: Part Time Non-Benefitted

Department: Business Office

Locations: Worcester, MA

Posted:

Closes: 6/29/2025

Type: Part Time

Position ID: 188957

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General Statement

Cashier will work in the Business Office receiving and recording payments for tuition & fees via various sources. Cashier will provide phone and in-person customer service for inquiries from students regarding their student account.

Supervision Received:

Reports to Student Accounts Manager or designee

Duties and Responsibilities:

- Provide phone and counter customer service to students and college community.
- Receive student payments and process those payments on the student record system.
- Maintain accurate records of payments received.
- Research student accounts as needed.
- Receive and record scholarship award notifications, private industry payment vouchers, and tuition waivers.
- File journals, awards and tuition waivers.
- Answer inquiries or refer individuals to appropriate parties or departments.
- Actively support the teaching and learning process; practicing honesty and integrity in and out of the classroom; striving to create and support a student-centered environment while fostering academic innovation and excellence.
- Work actively with other areas of the college to ensure a spirit of college wide collaboration, collegiality, civility, and teamwork. Respect the function of dissent in an academic institution while advancing a collegial atmosphere of campus collaboration.
- Embrace the ideals of diversity and inclusiveness and support the equal rights of all people by advancing the understanding and appreciation of differences including age, race, gender, ability, religious convictions, socio-economic status, ethnic heritage, or sexual orientation.
- Provide flexible, responsive and high-quality service to all, be the students, community, or staff, and continuously assessing processes and procedures and revising accordingly.
- Perform other duties as assigned.

Job Requirements:

Minimum Qualifications:

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- Knowledge of the standard procedures and methods followed in receiving and recording cash payments.
- Previous customer service experience with a strong ability to communicate effectively with a diverse population,
- Ability to perform mathematical computations with speed and accuracy, as well as use an adding machine.

Preferred Qualifications:

- MS Office knowledge and ability to use a personal computer.
- Bilingual

Contact Information

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

Contact

Business Office
Quinsigamond Community College

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