

Assistant to the President - President's Office
Quinsigamond Community College

Direct Link: <https://www.AcademicKeys.com/r?job=258389>

Downloaded On: Jun. 18, 2025 12:37am

Posted Jun. 17, 2025, set to expire Jul. 6, 2025

Job Title Assistant to the President - President's Office
Department President Office
Institution Quinsigamond Community College
Worcester, Massachusetts

Date Posted Jun. 17, 2025

Application Deadline 07/06/2025

Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Administration - Other

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Job Description

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Assistant to the President - President's Office

Category: Administrative

Department: President Office

Locations: Worcester, MA

Posted:

Closes: 7/6/2025

Type:

Position ID: 189176

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General Statement

The Assistant to the President is an integral member of the President's Office Staff. They will assist with overseeing all operational administrative functions of the President's Office and serve as a key liaison between department heads, students, faculty, staff, and other stakeholders.

Supervision Received

Reports to the Executive Assistant to the President

Supervision Exercised

None

Duties and Responsibilities

- Provide support for a wide range of administrative and clerical activities in the President's Office including but not limited to document production, information distribution, setting up and maintaining budget records, scheduling and planning meetings, ordering supplies, managing the President's Conference Room schedule, and assisting with phone and office coverage.
- Maintain an efficient and organized filing system for the President's files to facilitate quick retrieval of information. Ensure the President's Office remains organized, professional, and presentable at all times.
- Provide a welcoming and professional environment in the President's Office by receiving and screening visitors, emails, and telephone calls and answering inquiries and/or directing them to the appropriate parties. Provide flexible, responsive, and high-quality service to students, faculty, staff, and visitors.
- Oversee the President's calendar by prioritizing and scheduling meetings, coordinating on- and off-campus functions, booking travel arrangements, and handling time-sensitive requests with discretion and efficiency.
- Submit and track purchase order requests, reconcile P-Card transactions, prepare travel reimbursements, process invoices, and track departmental budgets within the Office of the President.
- Draft and prepare correspondence, reports, and presentations for the President. Prepare detailed meeting agendas and record accurate meeting notes.
- Collaborate with the Office of Institutional Advancement on database maintenance.
- Utilize a variety of computer programs (e.g., Microsoft Word, Excel, PowerPoint, Outlook, SharePoint) to manage documents, schedules, and files.

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- Assist with in-person and virtual event logistics for the President's Office and the Employee Engagement & Recognition Committee, including but not limited to preparation of event/meeting materials, communications, purchase orders, and vendor payments
- Support efforts led by the Office of Human Resources and the Executive Assistant to the President in the administration of faculty and professional staff contracts. Assist with facilitating processes related to tenure, sabbatical, changes in rank, emeritus status, and reappointment.
- Collaborate and develop working relationships with all levels of internal and external stakeholders.
- Exhibit a high degree of professionalism and judgment, demonstrating discretion and respecting confidentiality.
- Exercise judgment in a multi-tasking environment and adjust priorities as required.
- Represent the President's Office in a professional, service-orientated, student-centered and welcoming manner.
- Promote a respectful and collaborative environment by encouraging understanding and appreciation of individual differences, including varying backgrounds, perspectives, and life experiences.
- Perform other duties as assigned.

Job Requirements:

Minimum Qualifications:

- Associate's degree in administration, business or related field, or 1-3 years of experience working in an administrative role
- Strong organizational skills with attention to detail
- Excellent time management skills and ability to juggle multiple tasks
- Ability to prioritize tasks effectively and adapt to changing priorities in a fast-paced environment
- Ability to use a variety of computer applications, including Microsoft Word, Excel, Power Point, Outlook, and SharePoint
- Ability to work well in a team environment
- Excellent interpersonal, oral, and written communication skills; Demonstrated ability to communicate effectively and to work with a wide range of constituencies in a diverse community
- Excellent in-person and phone customer service skills
- Ability to handle confidential information with discretion and professionalism

Preferred Qualifications:

- Bilingual or multicultural
- Experience coordinating meetings, travel arrangements, and event logistics
- Basic knowledge of budgeting and financial processes (e.g., purchase orders, P-Card)

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reconciliation) preferred

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 (CORI/SORI) request.

To apply, visit <http://qcc.interviewexchange.com/jobofferdetails.jsp?JOBID=189176>

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Contact Information

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

Contact

President Office
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