

Clerical Assistant- Advising Center (Part-Time)
Quinsigamond Community College

Direct Link: <https://www.AcademicKeys.com/r?job=258626>

Downloaded On: Jun. 25, 2025 1:27am

Posted Jun. 24, 2025, set to expire Jul. 6, 2025

Job Title Clerical Assistant- Advising Center (Part-Time)
Department Advising, Testing, and Career & Transfer Services
Institution Quinsigamond Community College
Worcester, Massachusetts

Date Posted Jun. 24, 2025

Application Deadline 07/06/2025

Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Administration - Student Affairs

Apply Online Here <https://apptrkr.com/6315782>

Apply By Email

Job Description

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Clerical Assistant- Advising Center (Part-Time)

Category: Part Time Non-Benefitted

Department:

Locations: Worcester, MA

Posted:

Closes: 7/6/2025

Type: Part Time

Position ID: 189444

General Statement

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Includes receptionist duties; general office functioning; office duties as assigned, such as filing, preparing mass mailings, answering phones, and keeping routine office records. Assisting with various Microsoft Word & Excel documents.

Supervision Received

Reports to Executive Director of Advising, Testing, and Career & Transfer Services, and reports to Clerk IV (Front desk Manager)

Supervision Exercised

None

Duties and Responsibilities

- Performs miscellaneous office duties as assigned, such as filing, preparing mass mailings, answering phones, and keeping routine office records.
- Updates, scans, shreds information and office files.
- Assist with front desk triage, including answering phones, answering general student questions, and directing students to appropriate resources.
- Operates and monitors use of office machines and equipment, such as copy machines, printers, etc.
- Any other assistance needed within the Department
- Perform other related duties as assigned.

Job Requirements:

Minimum Qualifications

1.High school diploma/GED

2.Basic PC computer skills

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=189444>

Contact Information

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

Contact

Advising, Testing, and Career & Transfer Services
Quinsigamond Community College

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