

Assistant Director of Student Life and Programming  
Quinsigamond Community College

Direct Link: <https://www.AcademicKeys.com/r?job=258913>

Downloaded On: Jul. 2, 2025 2:09am

Posted Jul. 1, 2025, set to expire Jul. 13, 2025

**Job Title** Assistant Director of Student Life and Programming  
**Department** Dean of Student  
**Institution** Quinsigamond Community College  
Worcester, Massachusetts

**Date Posted** Jul. 1, 2025

**Application Deadline** 07/13/2025

**Position Start Date** Available immediately

**Job Categories** Director/Manager

**Academic Field(s)** Administration - Student Affairs

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**Job Description**

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**Assistant Director of Student Life and Programming**

**Category:** Professional

**Department:** Dean of Student

**Locations:** Worcester, MA

**Posted:**

**Closes:** 7/13/2025

**Type:**

**Position ID:** 189543

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**General Statement**

The Assistant Director of Student Life and Programming is responsible for creating and implementing a comprehensive and diverse calendar of social and educational programs and events to foster a sense of belonging for QCC students. This position also oversees the management of the Student ID System, in addition to assisting the Director with developing, implementing, and accessing campus-wide student engagement initiatives, including but not limited to QCC's Orientation Program, Student Recognition Programs and Commencement activities.

**Supervision Received**

The Assistant Director of Student Life and Programming reports to the Director of Student Life and Leadership.

**Supervision Exercised**

The Assistant Director of Student Life and Programming will exercise direct supervision over student staff and assist with the supervision of part-time and full-time professional staff.

**Duties and Responsibilities**

The Assistant Director of Student Life and Leadership is responsible for:

- Creating and implementing a robust calendar of social and educational programs and events that meet the developmental needs of the current student population, including welcome activities, passive programs, social engagement events, off-campus trips, and the sale of discounted tickets.
- Chairing campus-wide programming committee meetings to assist in orchestrating a comprehensive and cohesive student programming experience across all offices.
- Supporting, guiding, and collaborating with various departments and areas at the college in providing intentional and dynamic student programming.
- Supporting Recognized Student Organizations (RSOs) and Affinity Groups with program initiatives.
- Managing the Student ID system, including updating procedures, purchasing materials, conducting trainings, and overseeing the Student ID and enrollment sticker distribution.
- Supervising the Federal Work Study student staff, including training and managing day-to-day tasks.
- Overseeing the marketing and promotion of Student Life programs and events on all effective student promotional platforms, including Wyvern Connect and campus-wide bulletin boards.

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- Assisting with the daily operation and maintenance of the Fuller Student Center.
- Assisting with the supervision of the part-time professional staff.
- Assisting with the multi-campus, multi-modality orientation program for all incoming students and the selection and training of the Orientation Student Leaders.
- Assisting in all the Office's responsibilities for the end-of-year celebratory events that include but are not limited to Honors and Awards, and Commencement Ceremonies.
- Assisting the Director with the tracking and reporting out on student engagement.
- Developing assessment strategies and tools to evaluate campus-wide student engagement initiatives.
- Assisting in representing the Office of Student Life and Leadership at various admissions events.
- Ability to exercise sound independent judgment and ability to coordinate office in the absence of immediate supervisor or in response to emergencies situations.
- Providing flexible, responsive, and high-quality service to all, be they students, community, or staff and continuously assessing processes and procedures and revising accordingly.
- Embracing the ideals of diversity and inclusiveness and supporting the equal rights of all races, genders, abilities, religious convictions, socio-economic status, ethnic heritage, or sexual orientation.
- Working actively with other areas of the College to ensure a spirit of college-wide collaboration, collegiality, civility, and teamwork. Respects the function of dissent in an academic institution while advancing a collegial atmosphere of campus collaboration.
- Actively supporting the teaching and learning process; practicing honesty and integrity in and outside the classroom, striving to create and support a student-centered environment while fostering academic innovation and excellence.
- Performing other duties as assigned.

Job Requirements:

**Minimum Qualifications**

- Bachelor's Degree and 3+ years related professional experience and requirement of Master's Degree within three (3) years of date of hire
- Three to Five years (3-5) experience in higher education, student development, or related field.
- Experience in planning and implementing social and educational programs and events.
- Experience in supervision.
- Excellent computer, oral and written communication skills.
- Exceptional organizational skills.

**Preferred Qualifications**

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- Experience running a multi-modality student orientation program.
- Experience in developing and implementing large scale programming and events.
- Experience in reading and utilizing data from assessment tools.
- Community College experience.

### 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=189543>**

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**Contact Information**

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

**Contact**

Dean of Student  
Quinsigamond Community College

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