

Project Director-TRIO Student Support Services STEM
Health Sciences
Quinsigamond Community College

Direct Link: <https://www.AcademicKeys.com/r?job=264487>

Downloaded On: Oct. 29, 2025 4:46am

Posted Oct. 28, 2025, set to expire Feb. 23, 2026

Job Title	Project Director-TRIO Student Support Services STEM Health Sciences
Department	Academic Affairs
Institution	Quinsigamond Community College Worcester, Massachusetts
Date Posted	Oct. 28, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Administration - Student Affairs
Apply Online Here	https://apptrkr.com/6674225

Apply By Email

Job Description

Image not found or type unknown



Project Director-TRIO Student Support Services STEM Health Sciences

Category: Administrative

Department: Academic Affairs

Locations: Worcester, MA

Posted:

Closes:

Type:

Position ID: 194137

Project Director-TRIO Student Support Services STEM
Health Sciences
Quinsigamond Community College

Direct Link: <https://www.AcademicKeys.com/r?job=264487>

Downloaded On: Oct. 29, 2025 4:46am

Posted Oct. 28, 2025, set to expire Feb. 23, 2026

Program Overview

The TRIO-Student Support Services STEM program is a U.S. Department of Education grant-funded program. The program provides academic support services for disadvantaged students and is designed to increase the retention and graduation rates of eligible students enrolled at Quinsigamond Community College. The QCC project will focus on Health Sciences, with a goal of supporting students entering health care careers and academic programs.

General Statement

The Project Director is a full-time position housed within Academic Affairs. The director is responsible for the management and implementation of the TRIO - Student Support Services STEM Project, oversight, program budget and program evaluation. This position is fully grant-funded and is contingent upon the availability of grant funding.

Supervision Received

Reports to the Associate Vice President of Academic Affairs

Supervision Exercised

TRIO SSS STEM Health Sciences Counselor and/or other employees as assigned.

Duties and Responsibilities

Under the supervision of the Associate Vice President of Academic Affairs:

- Implement Quinsigamond Community College's TRIO SSS STEM Health Sciences project, ensuring targeted support for students pursuing careers in Nursing, Respiratory Care, Radiologic Technology, and other health-related fields.
- Manage the TRIO SSS STEM Health Sciences grant in full compliance with federal regulations, with a focus on improving retention, graduation, and transfer outcomes for Health Sciences students.
- Recruit students into the TRIO SSS STEM Health Sciences project, prioritizing those interested in healthcare pathways and ensuring the project meets its service targets.
- Provide direct support to students enrolled in the TRIO SSS STEM Health Sciences project, including academic advising, transfer planning, and assistance navigating healthcare program requirements.

Project Director-TRIO Student Support Services STEM
Health Sciences
Quinsigamond Community College

Direct Link: <https://www.AcademicKeys.com/r?job=264487>

Downloaded On: Oct. 29, 2025 4:46am

Posted Oct. 28, 2025, set to expire Feb. 23, 2026

- Maintain and disseminate operational policies and procedures tailored to the needs of Health Sciences students within the TRIO SSS STEM framework.
- Manage the budget specific to the TRIO SSS STEM Health Sciences grant, ensuring resources are allocated to support student success in healthcare programs.
- Oversee student records and data tracking as required by the TRIO grant, with emphasis on academic progress and transfer readiness in Health Sciences disciplines.
- Utilize electronic and social networking tools to engage Health Sciences students, promote project services, and share relevant academic and career resources.
- Establish evaluation processes to measure the effectiveness of the TRIO SSS STEM Health Sciences project in supporting student achievement and program goals.
- Prepare and submit progress reports to the U.S. Department of Education, highlighting outcomes and impact specific to Health Sciences student populations.
- Develop and conduct workshops tailored to Health Sciences students, including topics such as clinical readiness, transfer planning, and healthcare career pathways.
- Meet regularly with enrolled students, Health Sciences faculty, and project staff to coordinate support services and ensure alignment with academic and career goals.
- Disseminate project announcements through multiple communication channels, including social media, with targeted messaging for students in Nursing, Respiratory Care, and Radiologic Technology.
- Monitor student progress toward completion of Health Sciences programs and successful transfer to bachelor's degree programs in healthcare-related fields.
- Collaborate with other departments, including Admissions, Advising, and Health Sciences faculty, to ensure comprehensive support for TRIO students.
- Partner with other student success programs on campus, such as SUCCESS and the First-Gen Student Support Center, to identify alignments and foster collaboration.
- Participate in college-wide events such as weekend and evening enrollment events and New Student Orientations, with a focus on outreach to students interested in healthcare careers.
- Serve on college-wide committees to foster collaboration and advocate for the needs of Health Sciences students served by the TRIO SSS STEM project.
- Actively support the teaching and learning process, promoting academic integrity and innovation while maintaining a student-centered approach for those pursuing healthcare professions.
- Work collaboratively across the college to promote a culture of collegiality, civility, and teamwork, especially in support of Health Sciences student success.
- Embrace diversity and inclusiveness, ensuring equitable access to healthcare education and support services for students of all backgrounds.
- Provide flexible, responsive, and high-quality service to students, faculty, and staff, continuously improving processes to better serve Health Sciences students.

Project Director-TRIO Student Support Services STEM
Health Sciences
Quinsigamond Community College

Direct Link: <https://www.AcademicKeys.com/r?job=264487>

Downloaded On: Oct. 29, 2025 4:46am

Posted Oct. 28, 2025, set to expire Feb. 23, 2026

- Perform other duties as assigned, with a commitment to advancing the goals of the TRIO SSS STEM Health Sciences Project.

Job Requirements:

Minimum Qualifications

- Master's degree in counseling or related field from an accredited higher education institution.
- Demonstrated experience working with disadvantaged students who display academic need.
- Two years' experience in academic advising for students.
- Five years of professional experience in administration, budget development, planning, project implementation, and project evaluation.
- Experience in managing federal or state educational projects.
- Understanding of health care academic pathways from the community college to the bachelor's level
- Ability to see projects through the concept to full implementation.
- Knowledgeable about electronic and social networking tools.
- Demonstrated experience and skill in using industry-standard computer applications, particularly spreadsheets and databases.
- Demonstrated experience supervising full and part-time staff and conducting performance evaluation.

Preferred Qualifications

- Demonstrated knowledge of current research concerning learning theory, student retention, and developmental education. Experience working in a community college environment.
- Experience in managing complex grant-related budget planning and fiscal management.
- Five years of professional experience in administration, budget development, planning, project implementation, and project evaluation.
- Three years' experience in managing federal or state educational projects.
- Excellent organizational skills to manage a broad range of complex and detailed processes.
- Evidence of problem-solving skills.
- Experience in streamlining processes for accuracy and efficiency.
- Experience in transitioning processes to centralized automated systems.
- Strong interpersonal communication skills

Project Director-TRIO Student Support Services STEM
Health Sciences
Quinsigamond Community College

Direct Link: <https://www.AcademicKeys.com/r?job=264487>

Downloaded On: Oct. 29, 2025 4:46am

Posted Oct. 28, 2025, set to expire Feb. 23, 2026

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=194137>

Project Director-TRIO Student Support Services STEM
Health Sciences
Quinsigamond Community College

Direct Link: <https://www.AcademicKeys.com/r?job=264487>

Downloaded On: Oct. 29, 2025 4:46am

Posted Oct. 28, 2025, set to expire Feb. 23, 2026

jeid-ec99fa2dbbb06d45b480dc09831801dc

Contact Information

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

Contact

Academic Affairs
Quinsigamond Community College

,