

## Assistant to the President for Engagement & Initiatives Quinsigamond Community College

Direct Link: <https://www.AcademicKeys.com/r?job=252223>

Downloaded On: Jan. 30, 2025 5:50pm

Posted Jan. 27, 2025, set to expire Feb. 16, 2025

<b>Job Title</b>	Assistant to the President for Engagement & Initiatives
<b>Department</b>	President Office
<b>Institution</b>	Quinsigamond Community College Worcester, Massachusetts
<b>Date Posted</b>	Jan. 27, 2025
<b>Application Deadline</b>	02/09/2025
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Administrative Support/Services Fiscal Services Communications/Public Relations
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**Job Description**

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**Assistant to the President for Engagement & Initiatives**

**Category:** Administrative

**Department:** President Office

**Locations:** Worcester, MA

**Posted:**

**Closes:**

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**Type:** Full Time

**Position ID:** 184951

### **General Statement**

The Assistant to the President for Engagement & Initiatives is an integral member of the President's Office Staff. This position will provide logistical support and oversight for Presidential campus-wide events, meetings, and initiatives throughout the year. In addition, the Assistant to the President for Engagement & Initiatives will oversee administrative functions of the President's Office and serve as a key liaison between department heads, students, faculty, staff, and other stakeholders. By supporting the strategic priorities of the President's Office, this role advances key initiatives and fosters meaningful engagement across the college community and beyond.

### **Supervision Received**

Reports to the President

### **Supervision Exercised**

None

### **Duties and Responsibilities**

- Manage all administrative functions of the President's Office including but not limited to setting up and maintaining budget records, BHE/DHE communications, scheduling and planning meetings, ordering inventory/supplies, scheduling the President's Conference Room, maintaining office cleanliness, and assisting with coverage for phone and office and other related matters.
- Provide a welcoming and professional environment in the President's Office by receiving and screening visitors 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 Advancement Department on database maintenance.

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- Manage databases and files using various computer programs including but not limited to Microsoft Word, Excel, Power Point, Outlook, and SharePoint. Maintain an efficient and organized filing system to facilitate quick retrieval of information.
- Manage in-person and virtual events and logistics for the Office of the President and the Employee Engagement & Recognition Committee (EERC), including but not limited to preparation of event/meeting materials, communications, purchase orders and vendor payments.
- Manage campus-wide events and initiatives such as Commencement that are supported by the Office of the President in collaboration with campus partners.
- Manage, in collaboration with the Commencement Committee, the planning of the College's annual Commencement, including maintaining the budget, scheduling, reserving vendors, ordering regalia, screening potential speakers, and all other duties as necessary for Commencement.
- Assist the Executive Assistant to the President with all operational functions of the President's Office.
- Collaborate and develop working relationships with all levels of internal and external stakeholders to support event planning and design.
- 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.
- Understand and embrace the ideals of diversity, equity, inclusion and support the equal and equitable rights of all people/social identities by advancing the understanding and appreciation of differences including (but not limited to) age, race, gender, ability, religious convictions, socio-economic status, ethnic heritage, sexual orientation, and intersectionality
- Perform other duties as assigned.

Job Requirements:

### **Minimum Qualifications**

- Associate's degree in administration, business or related field.
- Minimum of 2-3 years' experience working in an administrative assistant or office manager role and planning events/meetings.
- Ability to work well in a team environment; excellent interpersonal, oral, and written communication

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- skills; service oriented.
- Excellent time management skills, ability to juggle multiple tasks and self-motivated. 5.Ability to diffuse difficult situations.
- Ability to maintain a high level of confidentiality.

### 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=184951>**



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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  
Quinsigamond Community College

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