

Coordinator of Records and Registration - (Part-time
Temporary)
Quinsigamond Community College

Direct Link: <https://www.AcademicKeys.com/r?job=254839>

Downloaded On: Apr. 1, 2025 9:12pm

Posted Mar. 25, 2025, set to expire Jul. 22, 2025

Job Title	Coordinator of Records and Registration - (Part-time Temporary)
Department	Enrollment Management
Institution	Quinsigamond Community College Worcester, Massachusetts
Date Posted	Mar. 25, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator Professional Staff Part-Time/Temporary Staff
Academic Field(s)	Admissions/Student Records/Registrar
Apply Online Here	https://apptrkr.com/6099272

Apply By Email

Job Description

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Coordinator of Records and Registration - (Part-time Temporary)

Category: Part Time Non-Benefitted
Department: Enrollment Management
Locations: Worcester, MA
Posted:
Closes:

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Position ID: 186657

General Statement

Assist the Dean of Enrollment / Registrar with transfer credit evaluation process, room reservations, visiting student registration, QCC Registrar Email, in addition to various tasks to assist in keeping the Registrar's Office running smoothly and effectively as an integral part of the Enrollment and Student Services Department and to serve the College Community in accordance with the "Mission" of the college.

Supervision Received

Reports to the Director of Records and Registration.

Job Requirements:

Duties and Responsibilities

- Ensures the Registrar's Office runs smoothly and effectively as an integral part of the Enrollment and Student Services Department and serves the College Community in accordance with the "Mission" of the college.
- Provides flexible, responsive and high quality customer service to the entire College community.
- Coordinates with all departments in enrollment and student services to ensure a seamless enrollment process for all students.
- Evaluates transfer credits, enters credits to Jenzabar CX and notifies students of transferable college credits.
- Coordinates Room Reservations.
- Embraces and supports the principle that "diversity is everybody's business" through the daily performance of duties and responsibilities.
- Actively supports the teaching and learning process; practicing honesty and integrity in and out of the classroom; strives to create and support a student-centered environment while fostering academic innovation and excellence.
- Works 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.
- Embraces the ideals of diversity and inclusiveness and support the equal rights of all people by advancing the understanding and appreciation of differences including age, race, gender, ability,

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- religious convictions, socio-economic status, ethnic heritage, or sexual orientation.
- Provides flexible, responsive and high quality service to all, be they students, community, or staff, and continuously assess processes and procedures and revise accordingly.
 - Performs other duties as assigned.

Minimum Qualifications

- Master's Degree required.

Preferred Qualifications

- Demonstrated prior work experience in a Registrar's Office.
- Prior experience working with College students.
- Prior work experience with the Jenzabar CX Records System.
- Strong oral and written communication skills.
- Ability to keep accurate records.
- Working knowledge of, and experience in, using personal computers.
- Working Knowledge of the Microsoft Office Suite.
- Understanding of the student centered community college environment and mission.

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



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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=186657>

Contact Information

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

Contact

Enrollment Management
Quinsigamond Community College