

Enrollment & Evaluation (GED/HiSET)-Adult Community  
Learning Center (Part- Time)  
Quinsigamond Community College

Direct Link: <https://www.AcademicKeys.com/r?job=259543>

Downloaded On: Jul. 12, 2025 10:01am

Posted Jul. 10, 2025, set to expire Aug. 30, 2025

**Job Title** Enrollment & Evaluation (GED/HiSET)-Adult  
Community Learning Center (Part- Time)  
**Department** Adult Basic Education  
**Institution** Quinsigamond Community College  
Worcester, Massachusetts

**Date Posted** Jul. 10, 2025

**Application Deadline** 09/28/2025

**Position Start Date** Available immediately

**Job Categories** Part-Time/Temporary Staff

**Academic Field(s)** Educational Services  
Counseling Services

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**Apply By Email**

**Job Description**

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**Enrollment & Evaluation (GED/HiSET)-Adult Community Learning Center (Part- Time)**

**Category:** Part Time Non-Benefitted

**Department:** Adult Basic Education

**Locations:** Worcester, MA

**Posted:**

**Closes:** 9/28/2025

**Type:**

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Part Time

**Position ID:** 189893

**General Statement**

The Enrollment & Evaluation staff are a member of a team of professionals that implement the mission and vision of Quinsigamond Community College's, Adult Community Learning Center. The staff member is primarily responsible for administering standardized assessments and providing an individualized assessment report to all students. Our staff meet individually with each student to register, transfer, or withdraw them from class. Staff are responsible for entering all data into the state database system. This is a part-time (PT), Enrollment & Evaluation position that is funded through a grant from the Massachusetts Department of Elementary and Secondary Education (DESE).

**Supervision Received:**

The Enrollment & Evaluation staff reports to the Program Coordinator of the Adult Community Learning Center.

**Supervision Exercised:**

None.

**Duties and Responsibilities:**

- Use standardized and approved assessments appropriate for the skills tested.
- Follow and adhere to the Massachusetts Adult Education Assessments Policies.
- Prepare and organize all assessment and registration materials.
- Administer all student assessments, including placement tests, to ensure timely and appropriate assessing.
- Completes an individual assessment report that is provided to the teacher and student.
- Maintains accuracy and integrity of program data, student files, and data entry in accordance with institutional and grant policies and regulations.
- Communicates regarding data collection (e.g., assessments, policies) with all staff and instructors as needed.
- Completes a pretest and posttest classroom diagnostic that will be provided to the teacher to increase their knowledge on strengths and challenges of their student's assessment scores.
- Maintains shared databases and files using various computer programs, such as Microsoft Word, Excel, PowerPoint, Outlook, and SharePoint.

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- Attend and participate in all staff meetings including common planning, department meetings and ongoing professional and program development activities.
- Work collaboratively with other staff in the program.
- Become a member of SABES, the Massachusetts Adult Education Professional Development System, and complete professional development, certification and/or re-certification in administration of TABE CLAS-e Reading, TABE CLAS-e Writing, Bets Plus and the Massachusetts Adult Proficiency Test (MAPT)-CCR.
- Participate in all LACES trainings provided by SABES every year to increase proficiency with the state reporting system (LACES).
- Actively support the teaching and learning process; practicing honesty and integrity in and out of the classroom; strive to create and support a student-centered environment while fostering academic innovation and excellence.
- Work actively with other areas of the college to ensure a spirit of college wide collaboration, collegiality, civility, and teamwork. Respect the function of dissent in an academic institution while advancing a collegial atmosphere of campus collaboration.
- Embrace 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, religious convictions, socio-economic status, ethnic heritage, or sexual orientation.
- Provide flexible, responsive and high quality service to all, be they students, community, or staff, and continuously assess processes and procedures and revise accordingly.
- Perform other duties as assigned.

**Job Requirements:**

**Minimum Qualifications:**

- Bachelor's degree in Education, Counseling, or related field
- Experience working with adults from diverse ethnic, racial, and linguistic groups
- Excellent organizational and communication skills
- Strong computer skills

**Preferred Qualifications:**

- Master's Degree in Education, Counseling, or related field
- Experience in Adult Education
- Experience and skill using industry-standard computer applications, such as Microsoft Office (e.g., Word, Excel, PowerPoint, Outlook, etc.); proficiency, familiarity, and comfort with computers

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- Knowledge of the Massachusetts Assessment Policies for Adult Education
- Bilingual

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=189893>

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**Contact Information**

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

**Contact**

Adult Basic Education  
Quinsigamond Community College

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