

Administrative Secretary I- College & Career Pathways
Quinsigamond Community College

Direct Link: <https://www.AcademicKeys.com/r?job=260439>

Downloaded On: Aug. 1, 2025 7:03am

Posted Jul. 30, 2025, set to expire Aug. 3, 2025

Job Title	Administrative Secretary I- College & Career Pathways
Department	College & Career Pathways
Institution	Quinsigamond Community College Worcester, Massachusetts
Date Posted	Jul. 30, 2025
Application Deadline	08/03/2025
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Administrative Support/Services
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Job Description

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Administrative Secretary I- College & Career Pathways

Category: Administrative

Department: College & Career Pathways

Locations: Worcester, MA

Posted:

Closes: 8/3/2025

Type:

Position ID: 189940

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General Statement:

In support of the Dean of College & Career Pathways (CCP), the administrative assistant will oversee day-to-day operations, manage projects, coordinate meetings, prepare agendas and record minutes, manage schedules and make appointments, work with colleagues in multiple offices, and proofread documents. He/She/They will maintain organized filing systems, both in paper and digitally, and offer recommendations for improving those systems. He/She/They must set a standard for professionalism, maintain confidentiality, while also being service oriented, a team player, and work collaboratively with others.

Supervision Received:

Reports directly to the Dean of College & Career Pathways.

Supervision Exercised:

Supervises 03 employees, temporary employees, and/or work study students, as assigned.

Duties and Responsibilities:

- Provides high-quality customer service; serves as the first point of contact for the office; appropriately and accurately assists staff, students, and visitors.
- Performs and/or coordinates a wide range of administrative support for Dean such as document production, information distribution, setting up and maintaining program and budget records, and conducting research for reports and proposals.
- Exercises fair, consistent, and timely judgment in a fast-paced, multi-tasking environment, adjusting priorities as required.
- Handles independent projects in support of the Dean's work such as databases, budgets, grant program/budget reporting, scheduling, proofreading documents, etc.
- Receives and appropriately screens visitors and telephone calls; answers and/or refers inquiries to appropriate parties for action; reviews and routes daily correspondence appropriately.
- Schedules and/or apprises the Dean of appointments/meetings, upcoming deadlines, etc.
- Receives, composes and prepares confidential communications such as reappointment letters and other MCCC or AFSCME contractual materials; apprises Dean of contractual deadlines (i.e., evaluations and other contractual reporting).
- Composes and/or prepares correspondence and/or memoranda for signature of executive according to standard procedure.
- Coordinates events/larger functions, including hospitality; reserves rooms and technology.

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- Submits and tracks purchase orders, travel requests, hospitality requests, supplies, and other paperwork associated with the CCP budgets and programming.
- Monitors, executes, and follows up on assigned tasks independently and effectively.
- Manages office procedures; reviews and approves timecards for CCP employees; maintains staff calendars.
- Trains and supports department staff regarding business office procedures, purchasing, generating contracts, payroll reporting and approval, and other relevant QCC procedures.
- Maintains files and databases using various computer programs including but not limited to Microsoft Word, Excel, Access, PowerPoint, Outlook, and Teams
- Utilizes database programs as appropriate, including creating and modifying queries.
- Provides support for various programs in College & Career Pathways, which include Mentoring & Special Programs, High School Dual Enrollment Programs and Partnerships, and the Adult Community Learning Center, as requested by the Dean.
- Actively supports the teaching and learning process; practices 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, 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.
- Works occasional evenings and weekends, as needed.
- Performs other duties as assigned.

Job Requirements:

Minimum Qualifications:

- Applicants must have at least (A) four years of full-time, or equivalent part-time experience in office work, or (B) any equivalent combination of the required experience.
- Knowledge of clerical office practices and procedures including office record keeping office correspondence control, types and uses of office equipment and supplies, business letter and report preparation, etc.
- Ability to work well in a team environment; excellent interpersonal, verbal, and written communication skills; service oriented

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- Ability to manage projects and work independently.
- Exceptional organizational skills and attention to detail.
- Ability to exercise discretion in handling confidential information.
- Comfort with as well as the ability to use a variety of software tools, including Microsoft Office.
- Demonstrated skill prioritizing in a fast-paced environment
- Demonstrated problem-solving skills and sound judgment
- Demonstrated ability to monitor, execute, and follow up on assigned tasks independently and effectively
- Availability to work occasional evenings, as needed.

Preferred Qualifications:

- Bilingual
- An associate degree or higher with 5+ years of progressive experience in a similar role.
- Experience using computerized student information systems
- Ability to understand, explain and apply the laws, rules, regulations, policies and procedures governing assigned unit activities.
- Demonstrated ability to remain calm and composed in a high stress environment.
- Willingness to listen, learn, and experiment with new ways of performing tasks; desire to improve job performance and effectiveness
- Skilled user of Microsoft Excel; previous experience creating and maintaining graphs and tables

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=189940>

jeid-2711ee30d9ee874dbddfd32c641cdf98

Contact Information

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

Contact

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