

Assistant to Program Coordinator of Phi Theta Kappa &
Student Support & Mentoring Center(Part-Time)
Quinsigamond Community College

Direct Link: <https://www.AcademicKeys.com/r?job=260519>

Downloaded On: Aug. 5, 2025 6:52pm

Posted Aug. 1, 2025, set to expire Aug. 17, 2025

Job Title	Assistant to Program Coordinator of Phi Theta Kappa & Student Support & Mentoring Center(Part-Time)
Department	Enrollment & Student Services
Institution	Quinsigamond Community College Worcester, Massachusetts
Date Posted	Aug. 1, 2025
Application Deadline	08/17/2025
Position Start Date	Available immediately
Job Categories	Classified Staff Part-Time/Temporary Staff
Academic Field(s)	Administrative Support/Services Student Services
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Job Description

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Assistant to Program Coordinator of Phi Theta Kappa & Student Support & Mentoring Center(Part-Time)

Category: Part Time Non-Benefitted

Department: Enrollment & Student Services

Locations: Worcester, MA

Posted:

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Closes: 8/17/2025

Type: Part Time

Position ID: 191032

General Statement

The Assistant to the Program Coordinator of Phi Theta Kappa and the Student Support and Mentoring Center is responsible for being the student facing support for students in need of information regarding Phi Theta Kappa and the Student Support and Mentoring Center.

Supervision Received:

Program Coordinator of Phi Theta Kappa and the Student Support and Mentoring Center

Supervision Exercised:

None.

Duties and Responsibilities:

- Greet each student, faculty, and staff member with respect when entering the SSMC.
- Work with the Program Coordinator to support Phi Theta Kappa programs and the SSMC space.
- Support the student workers and the calendar for the SSMC.
- Manage PTK new member information in databases and PTK Headquarters.
- Assist in the maintenance of all Phi Theta Kappa related paperwork and information.
- Work set up, the duration, and conclusion of each chapter run event.
- Schedule appointments for new members with questions to help them navigate the chapter and their membership benefits.
- Prepare all media (PowerPoints, slideshows, videos, invitations, etc.) for all major chapter events such as Induction, Gold Stole Recognition, New Member Open House.
- Keep a running record of all chapter events, community service, and projects completed throughout the academic year to assist in the Dean of Students Yearly Report.
- Update and create all bulletin boards, signage, and marketing for chapter.
- Create flyers for chapter related events.
- Attend chapter related meetings to provide support and information to officers and general members.
- Update all chapter related social media (Facebook, Instagram, etc.)

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- Take on any additional responsibilities as requested by the Alpha Zeta Theta Chapter's Lead Advisor.
- Ability to exercise sound independent judgment and ability to coordinate office in absence of immediate supervisor or in response to emergencies situations.
- Provide flexible, responsive, and high-quality service to all, be they students, community, or staff and continuously assessing processes and procedure and revising accordingly.
- Embrace the ideals of diversity and inclusiveness and supporting the equal rights of all races, genders, abilities, religious convictions, socio-economic status, ethnic heritage, or sexual orientation.
- Work 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.
- Actively support the teaching and learning process; practicing honesty and integrity in and outside the classroom, striving to create and support a student-centered environment while foster academic innovation and excellence.
- Perform other duties as assigned.

Job Requirements:

Minimum Qualifications:

- High school degree and some college experience
- Knowledge of office procedures
- Experience in a fast-paced office
- Excellent computer, oral and written communication skills

Preferred Qualifications:

- Have a knowledge base of Phi Theta Kappa
- Experience with Microsoft 365
- Experience in creative and educational programming at the college level
- Community College experience

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,

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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=191032>

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Contact Information

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

Contact

Enrollment & Student Services
Quinsigamond Community College

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