

QCC Southbridge Site Administrator (Part-Time- On-Call)
Quinsigamond Community College

Direct Link: <https://www.AcademicKeys.com/r?job=262414>

Downloaded On: Sep. 11, 2025 6:42pm

Posted Sep. 11, 2025, set to expire Nov. 23, 2025

Job Title	QCC Southbridge Site Administrator (Part-Time- On-Call)
Department	Southbridge Site
Institution	Quinsigamond Community College Worcester, Massachusetts
Date Posted	Sep. 11, 2025
Application Deadline	11/23/2025
Position Start Date	Available immediately
Job Categories	Part-Time/Temporary Staff
Academic Field(s)	Educational Services Administrative Support/Services
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Job Description

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QCC Southbridge Site Administrator (Part-Time- On-Call)

Category: Part Time Non-Benefitted

Department: Southbridge Site

Locations: Southbridge, MA

Posted:

Closes: 11/23/2025

Type:

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Part Time

Position ID: 192653

General Statement

The QCC at Southbridge Site Administrator is part of a service area that is responsible for the coordination of Academic Affairs activities on the QCC at Southbridge Site. The Administrators acts as liaisons between Instructional Deans, faculty, and students. The administrators in this service area share the coverage of four weekday evenings when classes are in session and five weekdays as needed throughout the calendar year.

Supervision Received

The QCC at Southbridge Administrator reports directly to the QCC at Southbridge Coordinator of Learning Resources.

Duties and Responsibilities

- Serves as the instructional deans' liaison to faculty.
- Facilitates dissemination of information regarding daytime services of the college to faculty.
- Coordinates services to faculty by delivering messages and mail to classrooms when needed.
- Responds to student inquiry and support student academic needs.
- Serves as an information resource for all Academic Support Services personnel in the evening and on weekends when classes are in session.
- Using evaluation software oversees and assures timely implementation of contractually required student evaluations of evening faculty; assists in processing evaluation data using an automated data collection system.
- Uses software to prepare and distribute timely student evaluation reports and distributes results according to contractual requirements and with attention to the need for strict confidentiality.
- Keeps a log of activities accomplished by members of the unit and complies this data into reports used for planning and accountability.
- As a member of the Administration Team, communicates with other team members and day staff in a helpful, constructive, and collegial manner.
- Assesses teaching and learning needs and advises Supervisor and Instructional Deans when necessary.
- Maintains excellent communication with the College offices to ensure the provision of high quality academic services to evening faculty and students.
- Actively supporting the teaching and learning process; practicing honesty and integrity in and out

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of the classroom; striving to create and support a student-centered environment while fostering academic innovation and excellence.

- Working 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.
- Embracing the ideals of diversity and inclusiveness and supporting 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.
- Providing flexible, responsive and high quality service to all, be they students, community, or staff, and continuously assessing processes and procedures and revising accordingly.
- Performing other duties as assigned.

Job Requirements:

Minimum Qualifications

- Associate degree with 3+ years of paid administrative work experience in an educational environment/institution.
- At least one year of paid administrative/supervisory work experience in an educational institution.
- Demonstrated strong customer service skills.
- Understanding of Web Based software systems.
- Hands-on experience and ability to use Microsoft Office and other computer applications
- Ability to walk between classrooms located in five campus buildings during part of every shift.
- Successful work experience in a position requiring excellent organizational skills.

Preferred Qualifications

- Bachelor's Degree.
- Administrative/supervisory work experience in a college.

Additional Information:

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.

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Quinsigamond Community College is an equal opportunity/affirmative action employer.

To apply, visit <http://qcc.interviewexchange.com/jobofferdetails.jsp?JOBID=192653>

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Contact Information

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

Contact

Southbridge Site
Quinsigamond Community College

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