

Program Assistant- Children's School (Part-Time)
Quinsigamond Community College

Direct Link: <https://www.AcademicKeys.com/r?job=263238>

Downloaded On: Oct. 1, 2025 8:13pm

Posted Oct. 1, 2025, set to expire Oct. 26, 2025

Job Title Program Assistant- Children's School (Part-Time)
Department Campus Child Care
Institution Quinsigamond Community College
Worcester, Massachusetts

Date Posted Oct. 1, 2025

Application Deadline 10/26/2025

Position Start Date Available immediately

Job Categories Part-Time/Temporary Staff

Academic Field(s) Child and Social Services
Educational Services

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Job Description

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Program Assistant- Children's School (Part-Time)

Category: Part Time Non-Benefitted

Department: Campus Child Care

Locations: Worcester, MA

Posted:

Closes: 10/26/2025

Type: Part Time

Position ID:

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General Statement

Delivers direct support to the Director of the Children's School, the Early Childhood Education Coordinator, faculty, staff, students and parents by assisting, coordinating and managing key aspects of service delivery with regard to the business and educational needs of both The Children's School and the Early Childhood Education Program.

Supervision Received

Report to the Director of the Children's School.

Duties and Responsibilities

- Assist in the development of an automatic payment plan, with QCC Business Office, for parents of The Children's School.
- Organize and manage payment and processing for subsidized child care both in house (Financial Aid Office with regard to child care scholarships) and on both the state and local level (voucher contracts).
- Manage and track the collection of fees where appropriate and render to Business Office.
- Coordinate and assist in the implementation of a key card security system for staff, faculty, students (day and evening), parents, early childhood education program students as well as screening entry on a daily basis.
- Manage the wait list for The Children's School on an ongoing basis, keeping enrollment at desired levels.
- Coordinate and provide parent/child observations and tours for prospective families as needed.
- Coordinate collection and maintenance of all paperwork for children's files in compliance with the MA Department of Early Education and Care and the National Association for the Education of Young Children.
- Keep an ongoing electronic record of items in children's files.
- Responsible for tracking and reporting time via electronic entry on a weekly basis for work study students.
- Complete Board items such as minutes and correspondence for the Early Childhood Advisory Board and The Children's School Advisory Board.
- Prepare and distribute a wide variety of correspondence; ex. draft memos, letters of acceptance and responding to emails all of which require a high level of accuracy.
- Work independently and exercises sound judgment and be able to coordinate office in absence

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- of immediate supervisor or in response to emergency situations.
- Coordinate administrative flow in a timely manner for all program by supporting the needs of the Director of the Children's School, the Early Childhood Education Coordinator, full-time Early Childhood faculty, adjunct faculty, full-time Children's School staff, part-time staff, work study students, early childhood students and parents where necessary.
- Resolve issues and complaints with confidentiality.
- Work on special projects and assignments as directed for both the Children's School
- and the Early Childhood Education Program; i.e. parent handbook, student handbook, accreditation materials
- Serve as a liaison for the Early Childhood Department and the Children's School both on the college campus as well as in the community.
- All other duties and responsibilities as necessary to facilitate the smooth daily operations of running a business/educational office.
- Performing other duties as assigned.

Job Requirements:

Minimum Qualifications

- High School diploma/GED
- Experience with Office 365, as well as Google workspace and suite.
- Ability to maintain accurate records.
- Ability to work effectively and to maintain satisfactory working relationships with faculty, staff and students and the public from a variety of diverse backgrounds.

Prefer Qualifications

- Experience/work in an active early child program.

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

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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=193255>

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Contact Information

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

Contact

Campus Child Care

Quinsigamond Community College

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