

Student Support and Mentoring Center Staff (Part-Time)
Quinsigamond Community College

Direct Link: <https://www.AcademicKeys.com/r?job=263985>

Downloaded On: Oct. 15, 2025 7:56pm

Posted Oct. 15, 2025, set to expire Oct. 28, 2025

Job Title	Student Support and Mentoring Center Staff (Part-Time)
Department	Enrollment & Student Services
Institution	Quinsigamond Community College Worcester, Massachusetts
Date Posted	Oct. 15, 2025
Application Deadline	10/28/2025
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Student Services
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Job Description

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Student Support and Mentoring Center Staff (Part-Time)

Category: Part Time Non-Benefitted

Department: Enrollment & Student Services

Locations: Worcester, MA

Posted:

Closes: 10/28/2025

Type: Part Time

Position ID: 193842

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General Statement

The purpose of this role is to staff the Student Support and Mentoring Center and be available to answer questions from students, faculty, staff, and community members about resources and college offices.

Supervision Received

Reports to the Program Coordinator of PTK and The Student Support Mentoring Center.

Duties and Responsibilities

- Offer in-person help at the Student Support and Mentoring Center
- Keep a clean and safe environment
- Update a daily report log about interactions with students and faculty
- Direct students to the IT Service Desk, Online Learning Coaches (OLCs), Tutoring, and other resources
- Manage the SSMC calendar as needed
- Help with student organization meetings and faculty/staff sponsored programs being held in the space
- Maintain organized sensory items for student use
- 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 related duties as directed.

Job Requirements:

Minimum Qualifications

- Ability to communicate in a professional manner with students and staff; making referrals where appropriate
- Basic Understanding of Microsoft 365

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- Positive attitude and enthusiasm about QCC
- Dependable work schedule
- Ability and openness to learn new skills

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=193842>

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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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