

Phi Theta Kappa Assistant(Part-Time)
Quinsigamond Community College

Direct Link: <https://www.AcademicKeys.com/r?job=264486>

Downloaded On: Oct. 28, 2025 8:54pm

Posted Oct. 28, 2025, set to expire Nov. 9, 2025

Job Title Phi Theta Kappa Assistant(Part-Time)
Department Enrollment & Student Services
Institution Quinsigamond Community College
Worcester, Massachusetts

Date Posted Oct. 28, 2025

Application Deadline 11/09/2025

Position Start Date Available immediately

Job Categories Part-Time/Temporary Staff

Academic Field(s) Student Services

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Apply By Email

Job Description

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Phi Theta Kappa Assistant(Part-Time)

Category: Part Time Non-Benefitted

Department: Enrollment & Student Services

Locations: Worcester, MA

Posted:

Closes: 11/9/2025

Type: Part Time

Position ID: 194141

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General Statement

The Phi Theta Kappa Office PT Assistant position is responsible for helping with the day -to-day operations of the Phi Theta Kappa Lounge.

Supervision Received

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

Duties and Responsibilities

- Greet students, faculty, and staff with respect when entering the PTK Lounge.
- Assist in maintaining a clean and safe working environment in the PTK Lounge.
- Under the direction of the Coordination, help to plan and execute PTK-related events and programs such as community service and volunteer opportunities, PTK Orientation, and Induction.
- Work set up, the duration, and conclusion of chapter events.
- Schedule appointments for new members with questions to help them navigate the chapter and their membership benefits.
- Update and create all bulletin boards, signage, flyers and marketing for the chapter.
- Update all chapter-related social media (Facebook, Instagram, etc.)
- 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
- 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.
- 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

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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, 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=194141>

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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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