

Clerk - QCC Southbridge (Part-Time/On-Call)
Quinsigamond Community College

Direct Link: <https://www.AcademicKeys.com/r?job=268599>

Downloaded On: Nov. 21, 2025 3:59pm

Posted Nov. 21, 2025, set to expire Dec. 14, 2025

Job Title Clerk - QCC Southbridge (Part-Time/On-Call)
Department Southbridge Site
Institution Quinsigamond Community College
Worcester, Massachusetts

Date Posted Nov. 21, 2025

Application Deadline 12/14/2025
Position Start Date Available immediately

Job Categories Classified Staff
Part-Time/Temporary Staff

Academic Field(s) Administrative Support/Services

Apply Online Here <https://apptrkr.com/6738129>

Apply By Email

Job Description

Image not found or type unknown



Clerk - QCC Southbridge (Part-Time/On-Call)

Category: Part Time Non-Benefitted

Department: Southbridge Site

Locations: Southbridge, MA

Posted:

Closes: 12/14/2025

Type: Part Time

Position ID:

Clerk - QCC Southbridge (Part-Time/On-Call) Quinsigamond Community College

Direct Link: <https://www.AcademicKeys.com/r?job=268599>

Downloaded On: Nov. 21, 2025 3:59pm

Posted Nov. 21, 2025, set to expire Dec. 14, 2025

194904

General Statement

The QCC at Southbridge Site Clerk is part of a service area that is responsible for the coordination of Academic Affairs activities on the QCC at Southbridge Site, provide up to date accurate information and assistance to students, faculty, staff, and community. Make and receive inbound and outbound calls, emails, or text messages. As a member of the QCC Southbridge staff, provide clerical support to the QCC Southbridge Coordinator of Learning Resources. Refer students to the appropriate QCC offices and services as needed. Provide excellent customer service to the public via phone, email, in-person and other online modalities/platforms.

Supervision Received

Reports to the QCC Southbridge Coordinator of Learning Resources.

Duties and Responsibilities

- Greet the public and assist with general questions.
- Answer the phone and provide information about the College in general.
- Utilize online platforms, such as Blackboard and Calendly, to assist students with making appointments and Microsoft Office to help the coordinator manage appointments and responsibilities.
- Schedule meetings/appointments for the coordinator as needed.
- Maintain Wyvern Center by restocking paper for printers, supplies, sign-in sheets, etc.
- Ability to troubleshoot printers and copiers; with basic checks like power and cables and clearing jams.
- Assist with data entry projects to support office functions.
- Complete projects issued by the QCC Southbridge Coordinator of Learning Resources as assigned.
- Accurately directing/transferring appropriate calls to departments for solution.
- Working as a team player with all staff to meet the expectations of the students, faculty, community members, visitors and staff.
- Community engagement; open houses, and resource fairs.
- Monitor and track pantry at QCC Southbridge. Load and unload food and supplies. Stock the pantry and help with setup for distribution.
- Exhibit a high degree of professionalism and judgment demonstrating discretion and respecting confidentiality.

Clerk - QCC Southbridge (Part-Time/On-Call)
Quinsigamond Community College

Direct Link: <https://www.AcademicKeys.com/r?job=268599>

Downloaded On: Nov. 21, 2025 3:59pm

Posted Nov. 21, 2025, set to expire Dec. 14, 2025

- Actively support the teaching and learning process; practice honesty and integrity in and out of the classroom; strive to create and support a student-centered environment while fostering academic innovation and excellence.
- 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, faculty, community, or staff, and continuously assess processes and procedures and revise accordingly.
- Performing other duties as assigned.

Job Requirements:

Minimum Qualifications

- Associate degree.
- Strong communication and customer service skills.
- Proficiency in basic computer skills and data entry.
- Experience in an educational setting.
- The ability to handle confidential information.

Preferred Qualifications:

- Bachelor's degree.
- Supervisory experience in a college or university

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

Clerk - QCC Southbridge (Part-Time/On-Call)
Quinsigamond Community College

Direct Link: <https://www.AcademicKeys.com/r?job=268599>

Downloaded On: Nov. 21, 2025 3:59pm

Posted Nov. 21, 2025, set to expire Dec. 14, 2025

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=194904>

jeid-69f962d11575b146a4a66b59a5a757c1

Contact Information

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

Contact

Southbridge Site
Quinsigamond Community College

,

Clerk - QCC Southbridge (Part-Time/On-Call)
Quinsigamond Community College

Direct Link: <https://www.AcademicKeys.com/r?job=268599>

Downloaded On: Nov. 21, 2025 3:59pm

Posted Nov. 21, 2025, set to expire Dec. 14, 2025