

New York City Assistant Director of Regional Recruitment Worcester Polytechnic Institute

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Posted May 22, 2024, set to expire Jul. 3, 2024

Job Title	New York City Assistant Director of Regional Recruitment
Department	Domestic Admissions Counselors
Institution	Worcester Polytechnic Institute Worcester, Massachusetts
Date Posted	May 22, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Communications/Public Relations
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JOB TITLE

New York City Assistant Director of Regional Recruitment

LOCATION

Worcester

DEPARTMENT NAME

Domestic Admissions Counselors

DIVISION NAME

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Worcester Polytechnic Institute - WPI

JOB DESCRIPTION SUMMARY

The NYC Assistant Director of Regional Recruitment works with the admissions team to further WPI's efforts to recruit, select, and enroll the most qualified undergraduate students. They are charged with developing and implementing strategies to convey key institutional messages to prospective students and parents on and off campus and to cultivate professional relationships with counselors and key educational organizations. WPI's Undergraduate Admissions Office is a collaborative team with an ongoing focus of deepening their understanding of the intersectional identities of all members of the community. They are committed to providing a safe and welcoming environment for students and staff, which is inclusive and culturally informed. The NYC Assistant Director of Regional Recruiting will live in and manage all recruitment activities in the New York City Metro Area.

WPI is passionate about creating an inclusive workplace that promotes and values diversity. We are looking for candidates who can support our commitment to equity, diversity and inclusion.

JOB DESCRIPTION

Essential Functions:

- Assist in the recruitment of the incoming first-year undergraduate enrollment class by:
- Develop strategic recruitment plan for geographic territory in concert with university and departmental objectives. Plan and execute recruitment activities for assigned high schools and territories (up to six weeks in the fall and up to four weeks in the spring).
- Collect information and data, and report on and assess recruitment activities.
- Advise prospective WPI students, parents/guardians, and counselors.
Communicate via email, letter, and phone.
- Cultivate relationships with counselors, community agencies, parents/guardians, students (current and prospective), as well as WPI faculty, staff, and alumni for recruitment purposes.
- Conduct presentations on- and off-campus as well as virtually. Communicate benefits of a WPI experience to a variety of constituencies.
- Represent WPI on- and off-campus at professional conferences and related events.
- Reside within the NYC metro area.
- Assist in the selection of the incoming first-year undergraduate class by:
- Review and evaluate admissions applications from assigned geographic territory.
- Participate in shared decision making as part of committee review process.
- Counsel applicants, parents/guardians, and counselors on application process, admissions decisions, and academic merit scholarships.
- Assist in the enrollment of the incoming first-year undergraduate class by:

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- Advise prospective WPI students, parents/guardians, and counselors. Communicate via email, letter, and phone.
- Cultivate relationships with counselors, community agencies, parents/guardians, students (current and prospective), as well as WPI faculty, staff, and alumni for enrollment purposes.
- Represent and communicate the benefits of a WPI experience to admitted students and families through enrollment yield events.
- Assist and manage programs and events in support of admissions recruitment by:
- Manage the coordination and completion of recruitment and enrollment projects in support of departmental objectives. Liaise with internal campus community partners and external constituents to achieve university goals.
- It is anticipated the position will require about 2 trips back to campus for training, updates and to assist with on-campus programming within an academic year.
- Projects include:
- Coordinate regional events and specialized programming, including acting as lead on event planning, logistics, and staffing needs.
- Collaborate with on campus partners for recruitment needs.
- Performs all other duties and responsibilities as assigned or directed by the supervisor.

Requirements:

- Bachelor's degree required.
- 2-5 years of Admissions or related experience required, salary adjusted to experience

FLSA STATUS

United States of America (Exempt)

WPI is an Equal Opportunity Employer that actively seeks to increase the diversity of its workplace. All qualified candidates will receive consideration for employment without regard to race, color, age, religion, sex, sexual orientation, gender identity, national origin, veteran status, or disability. It seeks individuals with diverse backgrounds and experiences who will contribute to a culture of creativity, collaboration, inclusion, problem solving, innovation, high performance, and change making. It is committed to maintaining a campus environment free of harassment and discrimination.

To apply, visit:

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https://wpi.wd5.myworkdayjobs.com/en-US/WPI_External_Career_Site/job/Worcester/New-York-City-Assistant-Director-of-Regional-Recruitment_R0002810

About WPI

WPI is a vibrant, active, and diverse community of extraordinary students, world-renowned faculty, and state of the art research facilities. At WPI, we have competitive and comprehensive benefits, including health insurance, long-term care, retirement, tuition assistance, flexible spending accounts, work-life balance and much more.

Diversity & Inclusion at WPI

WPI is committed to creating an inclusive workplace where everyone feels valued and respected; a place where every student, faculty and staff member can be themselves, so that they can study, live, and work comfortably, to reach their full potential, and make meaningful contributions in order to meet departmental and institutional goals. WPI thrives on innovative practice and welcomes diverse perspectives, insight, and people from diverse lived experiences, to enhance the community environment and propel the institution to the next level in a competitive, global marketplace.

Contact Information

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

Contact

N/A

Worcester Polytechnic Institute

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