

Assistant to Dean, School of Business  
Worcester Polytechnic Institute

Direct Link: <https://www.AcademicKeys.com/r?job=237176>

Downloaded On: Jun. 30, 2024 6:19am

Posted Jun. 7, 2024, set to expire Jul. 3, 2024

<b>Job Title</b>	Assistant to Dean, School of Business
<b>Department</b>	School Of Business
<b>Institution</b>	Worcester Polytechnic Institute Worcester, Massachusetts
<b>Date Posted</b>	Jun. 7, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Educational Services
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**Job Description**

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**JOB TITLE**

Assistant to Dean, School of Business

**LOCATION**

Worcester

**DEPARTMENT NAME**

School Of Business

**DIVISION NAME**

Worcester Polytechnic Institute - WPI

**JOB DESCRIPTION SUMMARY**

## Assistant to Dean, School of Business Worcester Polytechnic Institute

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Serve as confidential assistant to the Dean of WPI's Business School. This position is the first point of contact and face of the Business School. Under minimal or no supervision, this position is responsible for all organizational and administrative duties associated with the Dean's office.

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**

#### **Responsibilities:**

- Provide professional administrative support for the Dean of the Business School including, but not limited to: setting and coordinating electronic calendar, scheduling meetings, makes travel arrangements, hotel reservations, conference registration, screening incoming calls, distributing mail, and maintaining all office records.
- Prepares and analyzes budget records and provides administrative support for all confidential matters; prepares and processes purchase orders, invoices, and department transfers. Prepare documents for Dean's review and signature.
- Greet visitors and responds directly to those inquiries made not requiring interpretation by the Dean. Act as a contact person for information requests.
- Assist the Dean with Advisory Board and other constituent meetings, including planning, preparation of materials and follow-up actions, as needed.
- Act as proxy at meetings and conference calls - providing minutes and action items for Dean's review, approval, and implementation by the Dean's office.
- Create and maintain an orderly archive of information and files (paper and electronic) for future use.
- Composes correspondence on behalf of Dean frequently requiring a high degree of initiative, judgment, originality, and knowledge of the subject matter. Excellent style, grammar, spelling, and ability to make presentations are required.
- Assist with the organization of Business School recruiting and hiring.
- Work with other Dean's offices to ensure consistency.
- Train student assistants and processes their time sheets.
- Maintain inventory and orders office supplies for the group.
- Performs special projects as assigned.
- Perform other duties as required.

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**Requirements:**

- High School graduate with additional schooling. Five+ years experience. Bachelor's degree preferred.
- Proficient in MS Office required, as well as familiarity with other personal computer applications.
- Previous experience in budget maintenance.
- Exceptional interpersonal skills to interact in a customer-friendly, polished, and sophisticated manner with a broad range of stakeholders.
- Ability to work autonomously and handle multiple tasks simultaneously.
- Must work well with others.
- Excellent judgment, communication and organization skills required.

Salary: \$45,000 - \$52,900. This is a non-exempt hourly paid position. WPI's [benefits package](#) includes a robust retirement match, wellness perks, tuition assistance and more!

**FLSA STATUS**

United States of America (Non-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:** [https://wpi.wd5.myworkdayjobs.com/en-US/WPI\\_External\\_Career\\_Site/job/Worcester/Assistant-to-Dean--School-of-Business\\_R0002820-1](https://wpi.wd5.myworkdayjobs.com/en-US/WPI_External_Career_Site/job/Worcester/Assistant-to-Dean--School-of-Business_R0002820-1)

**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

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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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