

Office Services Coordinator  
Worcester Polytechnic Institute

Direct Link: <https://www.AcademicKeys.com/r?job=239484>

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Posted Jul. 12, 2024, set to expire Nov. 6, 2024

<b>Job Title</b>	Office Services Coordinator
<b>Department</b>	
<b>Institution</b>	Worcester Polytechnic Institute Worcester, Massachusetts
<b>Date Posted</b>	Jul. 12, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Classified Staff
<b>Academic Field(s)</b>	Administrative Support/Services
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<b>Job Description</b>	

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**JOB TITLE**

Office Services Coordinator

**LOCATION**

Worcester

**DEPARTMENT NAME**

Center for Well Being

**DIVISION NAME**

Worcester Polytechnic Institute - WPI

**JOB DESCRIPTION SUMMARY**

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Assist the Director and staff in the organization and delivery of WPI Center for Well-being services. Plays a major role in establishing and maintaining an atmosphere of welcoming, care, support, privacy, and professional competence in dealing with students, their families, faculty, staff, and others who may contact the Center. Significant responsibility in budget management, marketing and social media, event planning and managing student workers.

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**

#### **PRINCIPAL DUTIES AND RESPONSIBILITIES:**

##### **Provide logistical and operational support for the Center for Well-Being**

- Greets visitors and callers. Monitors the CWB open space environment and assists visitors as needed. Makes appropriate appointment and/or referrals as needed. Communicates vital information to CWB staff.
- Provides information and/or referral to callers or visitors best served by other departments or off-campus agencies.
- Assists in managing CWB staff schedules electronically with Outlook.
- Manages CWB room reservation requests
- Organizes and maintains files and the office in general.
- Composes, edits, types correspondence, reports, memoranda, articles, forms, brochures, etc.
- Attends trainings as needed
- Monitors and responds to CWB emails in a timely fashion
- Deals appropriately with student emergency situations as directed by staff.

##### **Supervise student workers**

- Assists in ongoing recruitment and selection of work-study students and peer well-being ambassadors
- Schedules work study students and Peer Well-being Ambassadors and approves pay.
- Provides primary front-line supervision and support for day-to-day functions of student workers.
- Organizes and participates in ongoing training for student workers

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### **Develops marketing and social media materials**

- Creates marketing materials in coordination with Assistant Director and Director.
- Monitors and updates social media daily.
- Posts promotional materials for programs and events (e.g., MyWPI, campus screens, flyers, sandwich boards)
- Compiles and sends electronic surveys when appropriate.
- Manages and updates the CWB WPI website

### **Executes event planning and implementation**

- Plans, organizes, and implements CWB events in coordination with Assistant Director and Director
- Engages in ongoing communication and coordination with campus partners regarding program implementation

### **Assists Director with departmental budget and associated work**

- Manages the non-salary budget of the CWB, monitors expenditures and orders supplies as needed in consultation with the Director.
- Processes payments for services rendered by professional consultants.
- Processes and tracks documents such as invoices, payments and requisitions. Maintains budget records

### **REQUIREMENTS:**

- High School degree with college experience preferred.
- Must be proficient in MS Word, Outlook, Excel and PowerPoint.
- Working knowledge of CANVA required
- Graphic design experience and knowledge of ADOBE preferred

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- Strong interpersonal communication skills to include sensitivity, listening, judgment, decision making and empathy.
- The ability to recognize a person in distress and manage the situation appropriately.
- Strong proof-reading skills
- Technical skills and creativity in office management to promote efficiency and effectiveness.
- Ability to personally manage stress and the distress of others.
- Must possess strong organizational skills and ability to manage multiple projects simultaneously.
- Ability to work independently and as part of a team.

This is an on-site position with opportunities for occasional remote work when classes are not in session and fewer students are on campus. 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/Office-Services-Coordinator\\_R0002872](https://wpi.wd5.myworkdayjobs.com/en-US/WPI_External_Career_Site/job/Worcester/Office-Services-Coordinator_R0002872)

### 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,

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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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