

Administrative Assistant
Worcester Polytechnic Institute

Direct Link: <https://www.AcademicKeys.com/r?job=241623>

Downloaded On: Jul. 22, 2024 7:16pm

Posted Jul. 18, 2024, set to expire Nov. 13, 2024

Job Title	Administrative Assistant
Department	Biomedical Engineering Department
Institution	Worcester Polytechnic Institute Worcester, Massachusetts
Date Posted	Jul. 18, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Administrative Support/Services
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Job Description

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JOB TITLE

Administrative Assistant

LOCATION

Worcester

DEPARTMENT NAME

Biomedical Engineering Department

DIVISION NAME

Worcester Polytechnic Institute - WPI

JOB DESCRIPTION SUMMARY

Administrative Assistant Worcester Polytechnic Institute

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Support the BME Undergraduate Program and departmental external communications (website and newsletters).

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:

- Communicate with Undergraduate Students and facilitate communication between them and faculty. Maintain list of available summer, internship, co-op, and job opportunities. Assist faculty with undergraduate degree audits, developing the course schedule, assigning PLAs, travel to conferences, and coordinating department awards. Assist grad admin with seminars, socials, bookings, and faculty search, as needed.
- Maintain and update Department Website, Email Lists, Slack, Canvas Sites, Open House materials, and Wordpress Sites for Undergrad, REU, and Seminar Series.
- Schedule and take minutes for Undergraduate Curriculum Committee, Diversity, Equality, and Inclusion Committees for the School of Engineering and Biomedical Engineering Department, ABET, and Department meetings. Collect and compile mandatory accreditation paperwork.
- Coordinate Department Major Qualifying Projects including maintaining a list of students who need projects, what team they are on, various paperwork, and organizing Undergraduate Research Project Showcase Day. Assist with onboarding and coordination of summer REU program.
- Compile and edit Department Newsletter which comes out 4 times a year- 3 electronic issues and 1 print issue. Also coordinate articles written by faculty and students.
- Schedule and do logistics for various department events, including but not limited to First-Year Welcome, Pre-advising Night, and Senior BBQ. Organize, train mentors, coordinate events, and otherwise support the department mentorship program- BME Connects.
- Provide administrative and customer support by:
 - Answers telephone, directs calls and take messages.
 - Photocopies materials, running on-campus errands, and filing miscellaneous internal correspondence.
 - Design, order, and distribute department swag
- Perform other duties as assigned.

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Requirements:

- Minimum of High School or GED
- 3 years of secretarial/office experience.
- Familiar with computers, software, printers, and other office equipment

The pay range for this position is \$20-21/hr, depending on experience.

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/Administrative-Assistant_R0002885-1

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 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



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environment and propel the institution to the next level in a competitive, global marketplace.

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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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