

**Administrative Associate
Worcester Polytechnic Institute**

Direct Link: <https://www.AcademicKeys.com/r?job=244719>

Downloaded On: Sep. 13, 2024 2:17pm

Posted Sep. 12, 2024, set to expire Jan. 7, 2025

Job Title	Administrative Associate
Department	Research Division
Institution	Worcester Polytechnic Institute Worcester, Massachusetts
Date Posted	Sep. 12, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administrative Support/Services
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Job Description

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JOB TITLE

Administrative Associate

LOCATION

Worcester

DEPARTMENT NAME

Research Division

DIVISION NAME

Worcester Polytechnic Institute - WPI

JOB DESCRIPTION SUMMARY

Administrative Associate Worcester Polytechnic Institute

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The Administrative Associate for Practice Point and BETC, reporting to the business manager, serves as the first point of contact for both facilities. The position provides general administrative support as well as assistance with training, events, and visits. It also serves as the units' main purchasing agent.

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:

General administrative support

- Performs receptionist duties (greet visitors, answers and directs phone calls and emails).
- Maintains complex calendars.
- Reserves conference room and classroom spaces for internal and external users.
- Receives and sorts incoming mail and deliveries and manages outgoing mail.
- Assists with office moves (e.g., key management, IT infrastructure, scheduling of movers).
- Updates BETC and PracticePoint websites with new content and schedules for upcoming courses. Follows up with class inquiries and distributes information.
- Creates reports in ILabs system usage billing

Provides other administrative support as necessary

- Purchasing
- Obtains quotes for equipment from suppliers.
- Works with Purchasing to complete the purchasing process in WPI's purchasing/ accounting system (from setting up suppliers and generating POs to receipts of equipment and supplies and inputting invoices for payment).
- Assists in the purchase of equipment with grant funding.

Events

- Handles catering needs for training and events.
- Provides planning for and assistance at large seminars and classes.
- Assists Senior Manager with marketing materials including pamphlets and brochures for courses

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or events

- Posts marketing materials on appropriate web and social media sites.
- Assistance with registration and evaluation of BETC courses
- Sets up registration and testing software for courses. Tracks registrations and test results.
- Works with adjunct instructors on needs for materials.
- Develops and distributes forms and other documents, such as name tags, sign in sheet, schedules, and certificates.
- Coordinates and distributes evaluations, quizzes, and onboarding testing for BETC programs.
- Gathers evaluation data from courses and distributes it to team members.

Requirements:

- High School diploma and 3-5 years of relevant experience, preferably in higher education.
- Associate degree and related administrative experience, preferably in higher education.
- Ability to work flexible hours, including some evening hours, to support classes and events.
- Excellent organizational and communication skills and ability to work with outside clients
- Strong documentation skills, attention to detail, and proficiency with MS Office programs
- Ability to manage high call and email volume and provide timely response and assistance.

Hourly rate: \$21.00 - \$22.50. WPI's [benefits package](#) includes a robust retirement match, wellness perks, tuition assistance and more!

Possible hybrid work option after first year review. Please attach a resume and cover letter.

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.

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To apply, visit: https://wpi.wd5.myworkdayjobs.com/en-US/WPI_External_Career_Site/job/Worcester/Administrative-Associate_R0002943

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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