

Executive Assistant to the Senior Vice President of
Academic Affairs and Provost
Worcester Polytechnic Institute

Direct Link: <https://www.AcademicKeys.com/r?job=246506>

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Posted Oct. 4, 2024, set to expire Feb. 1, 2025

Job Title	Executive Assistant to the Senior Vice President of Academic Affairs and Provost
Department	
Institution	Worcester Polytechnic Institute Worcester, Massachusetts
Date Posted	Oct. 4, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Other Administrative Categories
Academic Field(s)	Administrative Support/Services
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JOB TITLE

Executive Assistant to the Senior Vice President of Academic Affairs and Provost

LOCATION

Worcester

DEPARTMENT NAME

Provost Office

DIVISION NAME

Executive Assistant to the Senior Vice President of
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Worcester Polytechnic Institute - WPI

JOB DESCRIPTION SUMMARY

The Executive Assistant to the Senior Vice President of Academic Affairs and Provost, will play a pivotal role in ensuring the efficient operation of the Office of the Provost. Responsibilities will encompass a broad range of administrative tasks, project management, and communication functions. Additionally, responsibilities will include collaborating with various departments within the division, other divisions throughout the institution, and external entities.

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 include:

Provide administrative support to the Senior Vice President and Provost:

- Efficiently manage the Senior Vice President/Provost's calendar including scheduling and organizing meetings.
- Assist SVP/Provost in ensuring timely responses and appropriate follow-up of email correspondence.
- Conduct research, create statistical reports, and prepare agendas.
- Assist in organizing and coordinating logistics for events, meetings, and travel. This includes arranging accommodations and other necessary details.

Engage with key stakeholders:

- Serve as the main point of contact, maintaining open lines of communication with various departments and external entities to facilitate smooth operations.
- Collaborate with Talent and Inclusion on all personnel matters across Academic Affairs
- Handle sensitive and confidential information with discretion and integrity, ensuring that all privacy and confidentiality protocols are followed.
- Draft, proofread, and disseminate professional correspondence and communications to both internal and external stakeholders.

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Oversee management of the Office of the Provost:

- Coordinate the activities of the administrative support team in the Office of the Provost to ensure that work is completed on time and to the required standards;
- Manage the daily operations and administrative functions of the Office of the Provost, ensuring smooth and efficient office management.
- Supervise general office management tasks, including maintaining office supplies, ensuring effective communication, collaboration and office coverage, and organizing and filing records in accordance with university policies.

Oversee the development and implementation of strategies and administrative procedures in the Provost's Office.

- Apply knowledge to interpret, monitor, and communicate University policies and procedures to improve efficiency and productivity and to identify areas for continuous improvement.
- Identify and implement new technologies and processes to improve the organization's operations.
- Implement protocols and procedures to ensure compliance with relevant regulations and standards as outlined in the Faculty Handbook and university policies.
- Monitor and review faculty data entry in Workday and ensure that information is accurately entered.
- Facilitate full-time faculty hiring, tenure and promotions, sabbaticals, retirements, etc. Ensure all faculty changes are administered accurately.
- Support the Board as appropriate and ensure proper materials and resolutions are prepared for the Board.

Other Duties:

- Perform additional duties as assigned, demonstrating flexibility and adaptability in response to the dynamic needs of the Senior Vice President and Provost and the Office.

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Essential Skills and Attributes:

- **Organizational Skills:** Strong ability to manage and prioritize multiple tasks efficiently.
- **Communication Skills:** Excellent written and verbal communication skills, with attention to detail.
- **Confidentiality:** Proven capability in handling sensitive information with discretion.
- **Technical Proficiency:** Competency in using a wide array of office management and communication tools.
- **Professionalism:** High level of professionalism in interactions and presentation.
- **Innovation, Effectiveness and Efficiency:** Continuously improving effectiveness and efficiency by adopting and integrating advanced systems and tools as appropriate.

Requirements:

- Bachelor's degree required.
- A minimum of seven to ten years of experience as an administrative assistant at an executive level.

This role will be vital in ensuring that the Senior Vice President of Academic Affairs and Provost's office operates smoothly and effectively, supporting both the administrative functions and the broader objectives of the academic institution.

Salary: \$80,000 - \$85,000. WPI's [benefits package](#) includes a robust retirement match, wellness perks, tuition assistance and more!

Please include a cover letter with your resume for consideration.

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



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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/Executive-Assistant-to-the-Senior-Vice-President-of-Academic-Affairs-and-Provost_R0002927

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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