

Operations Coordinator
Worcester Polytechnic Institute

Direct Link: <https://www.AcademicKeys.com/r?job=246512>

Downloaded On: Oct. 4, 2024 11:13pm

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

Job Title	Operations Coordinator
Department	
Institution	Worcester Polytechnic Institute Worcester, Massachusetts
Date Posted	Oct. 4, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator
Academic Field(s)	Administrative Support/Services
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Job Description

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JOB TITLE

Operations Coordinator

LOCATION

Worcester

DEPARTMENT NAME

Student Activities

DIVISION NAME

Worcester Polytechnic Institute - WPI

JOB DESCRIPTION SUMMARY

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The Operations Coordinator will work to support day-to-day and long-term operations of the Student Activities Office, provide front line support to student organizations, and manage financial processes aligned with university and departmental policies. The Operations Manager will work collaboratively with other Student Activities Staff members to support opportunities for engagement and belonging for WPI students.

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.

This is an on-campus position with possible evening or weekend work required for specific programs.

JOB DESCRIPTION

Responsibilities:

Financial Administration

- Hire and train club treasurers on all financial transaction processes using Workday
- Serve as a lead purchasing staff member for office purchases and clubs as needed
- Review and approve all financial Workday transactions for clubs
- Monitor club accounts monthly and rectify negative balances
- Coordinate with finance to process and assign work tags for new clubs
- Analyze financial budgets and identify unused funds for Student Government Association return
- Process department financial transactions, assist in monitoring department budgets to ensure spending is aligned with budget, and support divisional budget targets where appropriate

Club Recognition, Compliance and Operations

- Review applications for recognition for accuracy and police compliance
- Manage Student Organization Council meetings including distribution and collection of materials and coordination of meeting logistics
- Provides support and guidance of newly recognized groups through overseeing the portal and Workday account creation
- Communicate with campus stakeholders regarding organization recognition and leadership as appropriate
- Monitor club portals for compliance with student organization recognition requirements
- Review and approve club registrations
- Assign and maintain an updated locker list to support club storage
- Assist staff in identifying club officers who temporarily leave the university to ensure club continuity

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- Review club event submissions for compliance with university and student activities policies [CS1]

Office and Student Activities Program Management

- Create and adapt day to day office operations to ensure efficiency and accuracy within the department
- Provide direct support for department staff through reporting and managing sensitive or confidential information
- Coordinate staff meetings and service support for office programming
- Manage, organize and order supply inventory as appropriate to support all staff
- Prepare term schedules for student staff to ensure office coverage and facilitate payroll while ensuring maximum hours provided to meet student need
- Collaborates with campus stakeholders to share financial records as requested
- Assist with Family Weekend logistics including oversight of registration for the program
- Provide support as requested for campus wide events including New Student Orientation, the Student Recognition Awards, and Commencement.

Requirements:

- Bachelor's degree.
- 0-3 years of relevant experience.

Salary: \$49,000 - \$55,000. WPI's [benefits package](#) includes a robust retirement match, wellness perks, tuition assistance and more!

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 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/Operations-Coordinator_R0002933

About WPI

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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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