

Administrative Associate  
Worcester Polytechnic Institute

Direct Link: <https://www.AcademicKeys.com/r?job=246548>

Downloaded On: Oct. 19, 2024 1:21pm

Posted Oct. 7, 2024, set to expire Feb. 1, 2025

<b>Job Title</b>	Administrative Associate
<b>Department</b>	Chemistry & Biochemistry
<b>Institution</b>	Worcester Polytechnic Institute Worcester, Massachusetts
<b>Date Posted</b>	Oct. 7, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Other Administrative Categories
<b>Academic Field(s)</b>	Administrative Support/Services
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**Job Description**

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**JOB TITLE**

Administrative Associate

**LOCATION**

Worcester

**DEPARTMENT NAME**

Chemistry & Biochemistry Department

**DIVISION NAME**

Worcester Polytechnic Institute - WPI

**JOB DESCRIPTION SUMMARY**

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We are seeking a dedicated Undergraduate Administrator to join the Department of Chemistry and Biochemistry. The candidate will be responsible for supporting the undergraduate programs, coordinating student services, and ensuring the smooth operation of academic and administrative processes.

Applicants must have demonstrated experience working in and fostering a diverse and inclusive workplace and/or commitment to do so as an employee at WPI.

### **JOB DESCRIPTION**

#### Responsibilities:

- Serve as the primary point of contact for undergraduate students, addressing inquiries and providing guidance.
- Assist students with course registration, schedule changes, and academic advising appointments.
- Work closely with faculty, staff and department head to ensure effective communication and implementation of academic policies, program requirements, and administrative procedures.
- Maintain accurate and up-to-date student records, including admissions, enrollment, and graduation documentation.
- Prepare and process various forms and reports related to student progress and program statistics to support program evaluation and decision-making.
- Coordinate and schedule meetings, draft and disseminate communications to students, faculty, and staff regarding important deadlines, program updates, and policy changes.
- Support the planning and execution of undergraduate academic and social events, such as orientations, student gatherings, and graduation ceremonies.

#### Requirements:

- High School diploma.
- 3-5 years of relevant experience.

Hiring rate: \$21.25 - \$22.70 per hour. This is a non-exempt 37.5 hours per week position. WPI's [benefits package](#) includes a robust retirement match, wellness perks, tuition assistance and more!

### **FLSA STATUS**

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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-Associate\\_R0002945](https://wpi.wd5.myworkdayjobs.com/en-US/WPI_External_Career_Site/job/Worcester/Administrative-Associate_R0002945)

### **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

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