

Operations Coordinator
Worcester Polytechnic Institute

Direct Link: <https://www.AcademicKeys.com/r?job=247367>

Downloaded On: Nov. 23, 2024 6:39am

Posted Oct. 21, 2024, set to expire Feb. 14, 2025

Job Title	Operations Coordinator
Department	STEM Education
Institution	Worcester Polytechnic Institute Worcester, Massachusetts
Date Posted	Oct. 21, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Facilities/Maintenance/Transportation
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Job Description

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JOB TITLE

Operations Coordinator

LOCATION

Worcester

DEPARTMENT NAME

STEM Education

DIVISION NAME

Worcester Polytechnic Institute - WPI

JOB DESCRIPTION SUMMARY

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The STEM Education Center endeavors to transform STEM education to be meaningful, inclusive and impactful through PreK-12 teacher education. The Center's Operations Coordinator manages the daily operations of the Center and is the primary contact to stakeholders and partners who engage with the Center. They provide administrative, marketing, and budgetary/financial support for the Center's operations. In addition, the Operations Coordinator serves as the program manager for the Central Massachusetts STEM Network (CMSN) Ecosystem, as well as supporting other growth areas of the Center.

WPI is passionate about creating an inclusive workplace that promotes and values diversity. We welcome candidates who can support our commitment to belonging, equity, diversity and inclusion.

JOB DESCRIPTION

Manages STEM Education Center's office operations and records

- Oversee the daily operations and administrative tasks of the STEM Education Center, ensuring efficiency and accuracy through emails, calendar meetings, phone calls, and voicemails.
- Coordinate the logistics for Center team meetings, programs, and events and work with campus partners to fulfill Center needs.
- Facilitate interviewing, hiring, and onboarding of new Center employees.
- Oversee the supervision of Center student assistants through training and delegation of work.
- Maintain a welcoming and inclusive office environment for Center members and guests.

Oversees purchasing, finances, and accounts payable

- Monitor Center accounts monthly and rectifies discrepancies.
- Manage financial processes and contracts aligned with university and Center policies.
- Create budget documents and analyses to support the Center's budget planning and reporting.
- Support team members in creating and monitoring customer invoices as well as submitting

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supplier invoices in Workday.

Manages Center Communications, Marketing, and Events

- Support Center-wide communications by producing monthly newsletters, maintaining Center email lists and CMSN Ecosystem member database, promoting the Center via social media, managing promotional materials, and preparing for exhibiting at conferences & literature tables at events
- Assist routine web communications including posting announcements and updating main Center webpages.
- Coordinate Center events for the program participants and guests by assisting them with event logistics, information requests, and catering requests.
- Participate in and contributes to WPI committees, initiatives, and goals contributing to WPI and Center strategic initiatives.

Required Education, Experience, Skills and Attributes:

- Associate's degree, Bachelor's degree preferred
- At least three years of relevant office work experience.
- Strong ability to manage, plan, and prioritize multiple tasks efficiently and effectively, with attention to detail in a fast-paced, dynamic working environment.
- Excellent written and verbal communication skills, with attention to inclusivity and collaboration while maintaining a high level of professionalism.
- Competency in using a wide array of office management and communication tools. (i.e., Microsoft Office, GoogleSuite...) while adopting new tools/resources that continuously improve efficiency and effectiveness.
- Demonstrated skills in managing, analyzing, and producing reports from a financial standpoint.

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This is a full time, in-person position.

Salary range is \$49,500 - \$60,600, and dependent upon experience .

Anticipated start date: November 2024

Please include a cover letter with a 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 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_R0002994

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.

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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