

**Administrative Assistant
Worcester Polytechnic Institute**

Direct Link: <https://www.AcademicKeys.com/r?job=250630>

Downloaded On: Dec. 25, 2024 1:36am

Posted Dec. 18, 2024, set to expire Apr. 16, 2025

Job Title	Administrative Assistant
Department	
Institution	Worcester Polytechnic Institute Worcester, Massachusetts
Date Posted	Dec. 18, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Administrative Support/Services
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Job Description

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JOB TITLE

Administrative Assistant

LOCATION

Worcester

DEPARTMENT NAME

Advancement Events

DIVISION NAME

Worcester Polytechnic Institute - WPI

JOB DESCRIPTION SUMMARY

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The Lifetime Engagement and Communications team strengthens and grows WPI's generous community of alumni, parents, and friends by providing meaningful engagement and giving opportunities. Reporting to the Executive Director of Lifetime Engagement and Advancement Events, the Administrative Assistant for Lifetime Engagement and Advancement Communications supports the lifetime engagement, annual giving, and communications efforts of the team and assists with donor stewardship activities. The Administrative Assistant also provides logistical and administrative support to the Alumni Association Board of Directors, including the administration of the Class Ring Program, Insurance Program, and Centennial Brick Program, as well as meeting support (scheduling, agendas, budget reports, minutes, etc.) for the Board of Directors and committees.

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:

Supports the lifetime engagement, annual giving, and communications teams and activities:

- Recruits, hires, trains and supervises student workers for the Lifetime Engagement & Advancement Communications team.
- Manages daily operations of the office space and the team, including managing the general office email and phone inboxes, budget reporting, processing invoices, mail handling, managing the Alumni Lounge for alumni usage, and logistics for appointments, internal meetings and small events.
- Assisting with data tracking in Salesforce, such as alumni who've been featured in our communications, uploading completed proposals, uploading attendance lists, etc.
- Assisting with event preparations, such as nametags, collateral preparations, and on-site preparation and execution of Advancement events.

Provide logistical and administrative support to the Alumni Association Board of Directors:

- Administer the Alumni Association's Class Ring, Insurance, and Centennial Brick programs, including working with vendors, publicizing programs, and tracking expenses and revenue.
- Manage meeting logistics for the Alumni Association Board and Committees, including scheduling, agendas, budget reports, minutes, catering, room booking, and other logistical

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- support during and outside of meetings.
- Serve as a point of contact for the Alumni Association Board of Directors.

Assists the Donor Strategy and Stewardship team with stewardship tasks:

- Provide fundraisers with monthly birthday card lists and coordinating/sending donor gifts as needed (birthday or other); send flowers, condolence cards, and baskets as needed.
- Support the President's Office with gifts for donors and special guests as needed.
- Assist with managing the division's gift suite.
- Provides the starting template and information for Fund Reports that are then completed by strategy partners.
- Other duties as assigned

Requirements:

- High School graduate or equivalent and minimum of five years related work experience required.
- Experience working with volunteers and/or boards a plus.
- Expert use of Microsoft Office software (Outlook, Word, Excel, Access, etc.).
- Excellent judgment and discretion in handling highly confidential and sensitive documents and communicating with trustees, senior administration and other University Advancement constituents.
- Exceptional organization and project management skills as well as attention to detail are essential.
- Ability to work independently, communicate effectively with internal and external constituents, and work accurately in a fast-paced environment necessary.
- Eagerness to learn new technology and flexibility to adapt to new business processes.
- Knowledge of Salesforce and/or Workday preferred.
- This position is required to be in the office full-time.
- Some evenings and weekends are required, with advanced notice. Attendance at Alumni Association Board meetings, Executive Committee meetings, and Advancement events is required.

Starting pay is \$21.25 per hour. This is a full time on-site 37.5 hrs per week position. WPI's [benefits package](#)



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includes a robust retirement match, wellness perks, tuition assistance and more!

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.

To apply, visit: https://wpi.wd5.myworkdayjobs.com/en-US/WPI_External_Career_Site/job/Worcester/Administrative-Assistant_R0003032

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

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applying for or inquiring about this job announcement.

Contact

N/A

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