

Advisor, Transfer Students and Programming
Worcester Polytechnic Institute

Direct Link: <https://www.AcademicKeys.com/r?job=250729>

Downloaded On: Dec. 21, 2024 12:05am

Posted Dec. 20, 2024, set to expire Apr. 17, 2025

Job Title	Advisor, Transfer Students and Programming
Department	
Institution	Worcester Polytechnic Institute Worcester, Massachusetts
Date Posted	Dec. 20, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Counseling Services
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Job Description

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JOB TITLE

Advisor, Transfer Students and Programming

LOCATION

Worcester

DEPARTMENT NAME

Academic Advising

DIVISION NAME

Worcester Polytechnic Institute - WPI

JOB DESCRIPTION SUMMARY

Advisor, Transfer Students and Programming Worcester Polytechnic Institute

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Reporting to the Senior Assistant Director, the Advisor for Transfer Students and Programming supports undergraduate transfer students from a developmental advising approach, educates students in a flexible and creative learning environment, and is an active participant in collaborating with students, faculty, and staff to promote academic success. The Office of Academic Advising reinforces the goals of WPI, in providing an "education (that) encompasses continuous striving for excellence coupled with an examination of the contexts of learning so that knowledge is won not only for its own sake but also for the sake of the human community of which the people of WPI are part". This position is an integral member of the advising office, by helping transfer students identify resources to support them in their academic, career, and personal goals as they interactively engage in the local and global environment.

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:

- Serves as an academic advising resource for a caseload of transfer students across majors and class years by:
- Conducting individual advising appointments throughout the academic year and summer to assist students with short- and long-term academic planning, major selection, and course selection.
- Assisting students in navigating campus systems, as well as accessing and utilizing appropriate resources to support their academic and personal success.
- Providing weekly one-on-one academic coaching for students who have struggled academically.
- Collaborating with the CARE team for students whose concerns go beyond the scope of academic advising, or who are academically at-risk and unresponsive to outreach.
- Facilitates programming related to transfer transitions by:
- Presenting to transfer students during Transfer Welcome Events and New Student Orientation.
- Teaching transfer transition courses during fall and spring semesters.
- Developing academic-year programming based on transfer student needs.
- Provide course registration support to students by:
- Conducting individual student appointments to help students outline an appropriate course schedule.
- Providing drop-in availability during all add/drop and course registration periods to assist students in planning and finalizing an appropriate path of study each term.
- Hosting informational sessions and/or presentations for specific groups of students regarding course selection and registration advice (e.g. transfer students).

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- Collaborate with the Senior Assistant Director of Advising to:
- Build relationship-driven partnerships with other institutions.
- Develop student success metrics for transfer students pertaining specifically to retention and graduation.
- Collaborate with staff and faculty at WPI to remove institutional barriers related to transfer student transition and success.
- Promote and support the holistic development of transfer students that includes academic excellence, career readiness, health and well-being, and on campus engagement.
- Other duties as assigned.

Requirements:

- Bachelor's degree.
- 1-2 years' experience in academic advising and/or student development working with students in higher education or K-12 education.

Pay range is \$49,500 - \$54,000. 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/Advisor--Transfer-Students-and-Programming_R0003036

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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