

**Administrative Associate
Worcester Polytechnic Institute**

Direct Link: <https://www.AcademicKeys.com/r?job=250730>

Downloaded On: Dec. 21, 2024 12:11am

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

Job Title	Administrative Associate
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)	Administrative Support/Services
Apply Online Here	https://apptrkr.com/5882651

Apply By Email

Job Description

Image not found or type unknown



JOB TITLE

Administrative Associate

LOCATION

Worcester

DEPARTMENT NAME

Physics Department

DIVISION NAME

Worcester Polytechnic Institute - WPI

JOB DESCRIPTION SUMMARY

Administrative Associate Worcester Polytechnic Institute

Direct Link: <https://www.AcademicKeys.com/r?job=250730>

Downloaded On: Dec. 21, 2024 12:11am

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

As part of the physics departmental team, provide administrative support to the physics department faculty, staff, and students. This role involves managing the departmental office's daily operations, coordinating events, communicating with stakeholders, and supporting the academic programs.

WPI and the physics department are passionate about creating an inclusive workplace that promotes and values diversity, open communication, and teamwork. We seek candidates who can support our commitment to equity, diversity, and inclusion and enjoy working and learning as a team.

JOB DESCRIPTION

Responsibilities

- **Assist with program materials:** Responsible for collecting course materials provided by others, including syllabi, examinations, and study guides, and for entering and maintaining course material on the web or other archives. Provide previous syllabi upon request. Self-Study, accreditation, ABET assessment: Maintain and organize all course materials obtained from professors for presentation to accreditation teams and assessment studies; assist with assessment data collection and record keeping; maintain and update the department library and archives in coordination with faculty.
- **Assists with daily operations:** Work on various departmental office and support activities (letters, memos, reports, newsletters, calendars) using Word, Excel, Outlook, Teams, Qualtrics, Google Forms, MailChimp, etc. Maintain and update department web pages, multimedia outlets (electronic bulletin boards), and Learning Management Sites. Create and update department literature brochures in print and for electronic/online dissemination; Maintain and update department display cases, bulletin boards, and directory.
- **Graduate Program Support:** Work closely with the Departmental Graduate Committee; coordinate with the Graduate School; organize and record graduate committee meetings; monitor and update graduate student records; oversee the graduate student application process, correspondence, and information requests; assist with graduate student activities around milestones, such as helping develop, deliver, and record the program progress.
- **Events Coordinator:** Oversee the planning, coordination, and execution of departmental and some university events (as appropriate), including colloquia, seminars, Undergraduate Research Projects Showcase Day, Sigma Xi, Society of Physics Students, Sigma Pi Sigma, and open houses; Responsibilities include crafting and disseminating event announcements via WPI Today and email, coordinating with other offices, managing registration, venue setups, and refreshments; Supporting department outreach and special projects to enhance community engagement and visibility.
- **Assist with Departmental Daily Operations:** Serve as a receptionist; answer inquiries (phone,

Administrative Associate Worcester Polytechnic Institute

Direct Link: <https://www.AcademicKeys.com/r?job=250730>

Downloaded On: Dec. 21, 2024 12:11am

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

email, in-person, Zoom) from faculty, students, and staff by responding to routine/specific inquiries or referring to appropriate staff members; greet visitors and interact with students and prospective students to help meet their informational needs; supervise work-study students and their biweekly payrolls; Take meeting minutes at departmental committee meetings; Order and keep the office supply inventory.

- **Academic Operations:**Coordinates with and assists other departmental staff and faculty with the TA and PLA scheduling and coverage of the activities to support the teaching mission and other requests to support the department's research and outreach missions; Reserve rooms for exams and study sessions and coordinate TAs for proctoring exams.
- Other duties as assigned.

Requirements:

- High School Diploma.
- 0-3 years of relevant experience.

Pay range: \$21.25 - \$23.45 per hour. WPI's [benefits package](#) includes a robust retirement match, wellness perks, tuition assistance and more!

This is an on-site role with the opportunity for a flexible, hybrid schedule following a 6-month review with your manager.

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->

Administrative Associate
Worcester Polytechnic Institute

Direct Link: <https://www.AcademicKeys.com/r?job=250730>

Downloaded On: Dec. 21, 2024 12:11am

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

[US/WPI_External_Career_Site/job/Worcester/Administrative-Associate_R0003034](#)

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

Worcester Polytechnic Institute

,