

Administrative Associate
Worcester Polytechnic Institute

Direct Link: <https://www.AcademicKeys.com/r?job=251213>

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Posted Jan. 8, 2025, set to expire May 6, 2025

Job Title	Administrative Associate
Department	
Institution	Worcester Polytechnic Institute Worcester, Massachusetts
Date Posted	Jan. 8, 2025
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 Associate

LOCATION

Worcester

DEPARTMENT NAME

Biology & Biotechnology Department

DIVISION NAME

Worcester Polytechnic Institute - WPI

JOB DESCRIPTION SUMMARY

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Provide a wide variety of administrative duties to assist the Department Head and Administrative Coordinator to support the operation of the Graduate education, training and Research enterprise of Biology & Biotechnology (located primarily at Gateway Park campus) by assisting graduate coordinator, graduate students, graduate researchers, faculty, and staff.

WPI is passionate about creating an inclusive workplace that promotes and values diversity. The dept. of Biology & biotechnology is looking for candidates who will work hard each day to foster an environment where everyone is treated with respect, feels included and empowered to do their best work.

JOB DESCRIPTION

Responsibilities:

- Oversee the Graduate Student operational procedures and tasks Administration function of all graduate programs.
- Assist with the graduate applications, interviews, and admissions duties. Support Graduate Coordinator with calendar and email correspondence.
- Coordinate graduate orientation and TA/RA training. Assist Graduate and undergraduate Coordinators with scheduling, catering, and support.
- Assist with graduate recruitment. Schedule interviews with applicants and planning in person campus visits.
- Process employment authorizations for RA's, and TA's. Assist faculty with recruitment, hiring and monitoring cost allocations. Maintain accurate records.
- Track research funds (grants, gifts, and other funds). Track committee composition. Track student progress.
- Assist faculty in recruiting and hiring graduate fellows.
- Maintain and archive confidential TA records.
- Maintain graduate advising resources and course syllabi.
- Liaise with the BETC and BPC.
- Responsible for maintaining graduate records and provide administrative support for confidential matters. Keep records of departmental research accounts; maintain purchase order records; direct invoices for payment when material is received; reconcile differences in invoicing.
- Assist faculty with graduate curriculum deployment and assessments as needed.
- Organize graduate student socials. Track funding and reimbursement.
- Assist in organizing Seminars (weekly). Manage announcements, invitations, honorarium, travel, and catering.
- Manage social media outlets to post events, announcements, and news about the department as

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- needed, around graduate programs.
- Manage bio-web email account around graduate program related questions. Redirect emails to appropriate personnel or answer graduate related questions as appropriate.
 - Assist with data analysis for graduate students, academic progress reports, TA evaluations and graduate recruitments.
 - Use of a variety of Enterprise management platform tools such as Workday, Microsoft office suite (specifically - excel, word, power point, outlook, share point), graphics software (e.g. Adobe suite), data management packages and other communication tools for information management and departmental data presentation.
 - Perform advanced supportive functions: Compose difficult/sensitive correspondence frequently requiring a high degree of initiative, judgment, originality and knowledge of subject matter. Screen mail and independently draft correspondence as appropriate. Assist in marketing the department (brochures, newsletter, etc.).
 - Initial contact "point" person for faculty, staff, and students in Biology, BioMed Engineering, Chemistry/Biochem and Chemical Engineering Depts located in Gateway. Fulltime Staffing at front desk.
 - Perform other duties as assigned

Requirements:

- High School Diploma (college degree preferred), and 5 years of administrative experience.
- A working knowledge of basic accounting. Computer skills including Microsoft Office, Outlook, and Workday.
- Ability to multi-task, supervise, communicate effectively, and work independently.
- Must possess patience, creativity, initiative, organizational skills, self-motivation, and the ability to interact effectively with faculty, students and other staff.
- Requires a professional who is self-motivated and service-oriented

Hourly pay rate: \$21.25 - \$24.70. This is a 37.5 hours per week on-site position. WPI's [benefits package](#) 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

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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_R0003031

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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