

Graduate Intern of Pre-Collegiate Outreach Programs Worcester Polytechnic Institute

Direct Link: <https://www.AcademicKeys.com/r?job=251887>

Downloaded On: Apr. 22, 2025 6:03am

Posted Jan. 21, 2025, set to expire May 17, 2025

Job Title Graduate Intern of Pre-Collegiate Outreach Programs
Department Ambassadors
Institution Worcester Polytechnic Institute
Worcester, Massachusetts

Date Posted Jan. 21, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Student Aide/Worker

Academic Field(s) Communications/Public Relations

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Job Description

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JOB TITLE

Graduate Intern of Pre-Collegiate Outreach Programs

LOCATION

Worcester

DEPARTMENT NAME

Ambassadors - JM

DIVISION NAME

Worcester Polytechnic Institute - WPI

JOB DESCRIPTION SUMMARY

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The Office of Pre-Collegiate Outreach Programs is looking to hire 3 graduate students who desire a summer opportunity focused on Pre-College Programs. This position provides a professional experience that involves coordination of residential student staff training and supervision, participant orientation, program coordination, residential life operations, student activities, and STEM outreach.

We are seeking motivated and enthusiastic Interns to join our Pre-College Summer Program Team. The graduate interns will work together to ensure a seamless summer of in-person programs. This position is a live-on position for the entire timeframe of the internship. As an intern, you will play an essential role in supporting the coordination and execution of our program designed to provide high school students with an immersive and enriching academic experience. This is a fantastic opportunity for someone interested in education, program administration, psychology, social work or student engagement to contribute to a vibrant learning environment.

Dates of Employment: June 2, 2025, to August 2, 2025, includes weekends when program is in session. WPI is closed on June 19, 2025 & July 4, 2025.

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

PRINCIPAL DUTIES AND RESPONSIBILITIES:

Program Support:

- Lead coordinator in the planning, organization, and implementation of the pre-college summer program, ensuring smooth operations and a positive experience for all participants and student staff .

Student Engagement:

- Interact with high school students, provide guidance, answer questions, and facilitate activities to foster a supportive and inclusive community.

Logistics Assistance:

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- Help with logistical arrangements, including room setup, materials preparation, and support activities.

Administrative Tasks:

- Assist with administrative duties such as preparing program schedules, managing arrivals and departures from the program, and compiling program evaluations.

Workshop and Activity Assistance:

- Collaborate with a variety of campus partners including Residential Services, Dining & Catering, Events, Facilities, Health Services, Student Activities, Admissions, Campus Police, and Athletics.

Event Coordination:

- Support the coordination of special events, field trips, and guest speaker sessions, ensuring they align with the program's goals and provide valuable experiences to participants.

Data Entry and Analysis:

- Assist in collecting and organizing program-related data for analysis and reporting purposes.

Communication:

- Aid in communication efforts by drafting emails, announcements, and program updates to students, parents, and staff members.

Feedback Collection:

- Gather feedback from participants and staff to identify areas of improvement and contribute to the enhancement of future program editions.

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REQUIREMENTS

- Currently pursuing a master's degree in college student personnel, higher education administration, education, or a related area.
- WPI Holidays: June 19th: Juneteenth, July 4th and July 5th: Independence Day and day after.
- No other commitments during this timeframe including internships, employment, or academic courses (unless it pertains to this internship). Must have flexibility to work 9-5 pm or 1-9 pm as needed and this may require you to work more than 40 hours per week.
- Conditional offer pending a criminal background check.
- This job description is intended to provide a general overview of the position and its responsibilities. It is not an exhaustive list of tasks, duties, and qualifications. The responsibilities and duties of the position may change or be modified based on program needs and requirements.

COMPENSATION

- \$6,000 stipend for the summer paid in bi-weekly increments.
- On-campus housing in a single room within a suite.
- Full meal plan when programs are in session.
- Free on-campus parking
- Staff t-shirts and a polo

ABOUT US

Worcester Polytechnic Institute (WPI) offers a wide range of summer experiences focused on Science, Technology, Engineering, and Mathematics (STEM) for student in grades 9-12. Our academic programs bring over 600 students to campus to explore aerospace engineering, biology, chemistry, computer science, electrical and computer engineering, mechanical engineering, robotics, 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

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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/Graduate-Intern-of-Pre-Collegiate-Outreach-Programs_R0003073

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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