

**Administrative Specialist (Part-Time)  
Worcester Polytechnic Institute**

Direct Link: <https://www.AcademicKeys.com/r?job=251917>

Downloaded On: Jan. 27, 2025 2:26pm

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

<b>Job Title</b>	Administrative Specialist (Part-Time)
<b>Department</b>	Marketing Communcations
<b>Institution</b>	Worcester Polytechnic Institute Worcester, Massachusetts
<b>Date Posted</b>	Jan. 21, 2025
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Part-Time/Temporary Staff Classified Staff
<b>Academic Field(s)</b>	Administrative Support/Services Fiscal Services
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**Job Description**

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**JOB TITLE**

Administrative Specialist (Part-Time)

**LOCATION**

Worcester

**DEPARTMENT NAME**

Marketing Communcations

**DIVISION NAME**

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Worcester Polytechnic Institute - WPI

### **JOB DESCRIPTION SUMMARY**

The Administrative Specialist in Marketing & Communications will be responsible for providing exceptional organizational and logistical support to a dynamic and fast-paced team. This individual will manage the smooth operation of the office environment, assist with departmental meetings and events, support financial administration, and handle sensitive and confidential matters. Key duties will also include serving as a primary point of contact for internal and external stakeholders.

This is a part-time, in-office position reporting to the Vice President, Chief Marketing & Communications Officer, with minimal supervision. The role requires availability Monday through Thursday from 9 a.m. to 1 p.m. but can be flexible if needed. Remote or hybrid work is not an option.

Applicants must have demonstrated experience working in and fostering a diverse and inclusive workplace and/or commitment to do so as an employee at WPI.

### **JOB DESCRIPTION**

#### **Essential Functions:**

Manage efficient office operations, including:

- o Productive use of collaboration spaces and common areas
- o Incoming and outgoing mail; monitoring of the marketing email inbox
- o Subscriptions, supplies, and equipment
- o Document retention and filing
- o Maintenance, technology and facility concerns
- o Desk reception

Logistical support, including:

- o Assist VP, CMCO with scheduling and resolve calendaring conflicts

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- o Schedule and organize larger team meetings and events
- o Book senior executive transport and accommodation
- o Support staff with Workday functions (such as onboarding tasks, key card access, permissions)

### Assist with department financials, including:

- o Budget development and justification
- o Ensure invoicing and payment
- o Monitor operating funds committed, expended and available
- o Issue monthly and quarterly reporting to division leadership
- o Research questionable, missing or incorrect financial items
- o Process expense reports
- o P-card administration

### Administer digital storefront used to provide branded goods to campus:

- o Assist campus departments
- o Address restocking needs
- o Issue monitoring reports, tracking orders and trends

### Assist with Talent & Inclusion functions, including:

- o Prepare and review forms for staff hiring
- o Administration of student workers
- o Arrange interviews, track training completions

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Performs all other duties and responsibilities as assigned or directed by the supervisor.

**Education Requirements:**

Associate's degree.

**Experience Requirements:**

3-5 years of relevant experience.

Starting hourly rate is \$23.80.

**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-Specialist\\_R0003072](https://wpi.wd5.myworkdayjobs.com/en-US/WPI_External_Career_Site/job/Worcester/Administrative-Specialist_R0003072)

**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



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environment and propel the institution to the next level in a competitive, global marketplace.

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**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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