

**Administrative Assistant
Worcester Polytechnic Institute**

Direct Link: <https://www.AcademicKeys.com/r?job=255542>

Downloaded On: Apr. 19, 2025 4:37am

Posted Apr. 9, 2025, set to expire Jul. 3, 2025

Job Title Administrative Assistant
Department
Institution Worcester Polytechnic Institute
Worcester, Massachusetts

Date Posted Apr. 9, 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 Assistant

LOCATION

Worcester

DEPARTMENT NAME

Mathematical Sciences

DIVISION NAME

Worcester Polytechnic Institute - WPI

JOB DESCRIPTION SUMMARY

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This student-facing position provides clerical and administrative support to the Mathematical Sciences Department at WPI. The role involves routinely answering questions that require in-depth knowledge of departmental policies and procedures. Additionally, it offers a wide variety of clerical and administrative support to students, faculty, and staff members.

JOB DESCRIPTION

- Provides primary administrative support to the Mathematical Sciences Department.
- Advertises student academic activity events and assists with colloquia and visitors as needed.
- Provides major organizational and administrative support to the director of the annual Mathematics Meet and the directors of the summer REU program; assists in organizing workshops, including summer workshops.
- Assists with website content, marketing materials, colloquium, seminar, special lectures, announcements, and department news; interfaces with the marketing department to facilitate website content.
- Assists with day-to-day logistics, including room reservations, printing event materials, coordination of A/V and facilities support, and catering orders for routinely occurring student professional development programs.
- Manages the purchase of office supplies, card key access, building keys, and materials; maintains accurate purchasing and inventory records, and manages Math textbook and library book orders.
- Demonstrates the ability to learn new skills (especially computer skills) and adapt to changing job requirements.
- Archives information (including electronic information) for future reference and use.
- Communicates effectively using tact, discretion, and confidentiality.
- Maintains and oversees confidential information requiring an in-depth knowledge of procedures.
- Assists in training work-study students.
- Performs other duties as assigned.

Requirements:

- Bachelor's Degree or equivalent office experience. Minimum of five years appropriate administrative assistant experience a plus.
- Knowledge of general office procedures.
- Ability to interact with students and faculty productively.
- Positive attitude, intellectual curiosity and strong work ethic.
- Proficiency in Microsoft office products (Word, Excel, Outlook, One Drive, Google Docs,

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PowerPoint). Experience with Workday is a plus.

- The ability to communicate well, prioritize duties, manage multiple projects, work independently, and exercise good judgment is essential.
- Exceptional verbal and written communication skills
- Ability to handle multiple projects, prioritize work and work independently.
- Strong customer service skills, ability to listen and understand faculty/students' needs.

Starting pay: \$18.94 - \$19.60 per hour. This is an on-site 37.50 hours per week 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. 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 from all 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-Assistant_R0003134

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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