

**Career Advisor
Worcester Polytechnic Institute**

Direct Link: <https://www.AcademicKeys.com/r?job=257717>

Downloaded On: Jun. 6, 2025 5:58pm

Posted Jun. 4, 2025, set to expire Jul. 3, 2025

Job Title Career Advisor
Department Heebner Career Development Center
Institution Worcester Polytechnic Institute
Worcester, Massachusetts

Date Posted Jun. 4, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Student Services
Counseling Services

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Job Description

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JOB TITLE
Career Advisor

LOCATION
Worcester

DEPARTMENT NAME
Heebner Career Development Center - HCDC

DIVISION NAME

Career Advisor
Worcester Polytechnic Institute

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Worcester Polytechnic Institute - WPI

JOB DESCRIPTION SUMMARY

This Career Advisor will support undergraduate and graduate students as well as alumni through comprehensive career development services, including individual appointments, walk-in consultations, workshops, and various programming initiatives.

The annual salary ranges from \$49,500 to \$57,000 based on experience. The position offers a comprehensive benefits package that includes four weeks of paid time off, an additional week off at the end of December, and 13 paid holidays throughout the year. Health benefits encompass medical, dental, and vision insurance coverage. After one year of employment, staff become eligible for a 9.5% retirement contribution match. Additional benefits include disability and life insurance, tuition assistance programs, and full WPI tuition coverage for dependents after three years of services.

JOB DESCRIPTION

Responsibilities:

- Provide comprehensive career advising services primarily to degree-seeking students and additionally to alumni by:
- Facilitating one on one career advising appointments virtually and in person
- Administering and interpreting career assessment tools as needed.
- Training students on the effective use of technology and online resources for their career exploration, decision-making, and search processes.
- Creating and executing a marketing plan for the CDC that includes:
- Making a detailed marketing plan for main events and routine events
- Creating graphics for events in Canva
- Releasing marketing graphics on Social Media platforms (Facebook, Instagram) and other modes of communication (Handshake, Techsync, digital displays, posters)
- Updating CDC Bulletin boards with upcoming CDC events
- Represent the office to constituents on-campus as a resource for career related topics and programs by:
- Developing, presenting, and facilitating workshops, seminars, FY 1800 course, and programs on career related topics to wide range of audiences.
- Serving as a Liaison for multiple Departments and student organizations on campus to assist in their specific career activity and planning needs.
- Serving on university committees and initiatives as needed.
- Support the office's strategy for communications, marketing, event planning, and related activities, including:

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- Managing events such as workshops, networking nights and other CDC or specially requested programming
- Assisting with special events such as career fairs
- Contributing to data collection (including annual surveys and phone campaign), reporting and analysis for career outcomes, needs assessment, use of services, and related topics
- Performs all other duties and responsibilities as assigned or directed by the supervisor

Requirements:

- Bachelor's degree in education, psychology, or related field required.
- Masters degree in education, psychology, or related field preferred.
- 2 years of experience.
- Knowledge of science, technology, engineering and math (STEM), business, humanities & arts disciplines covering baccalaureate, master and doctoral degrees strongly preferred
- Experience with career counseling, specific programming and search strategies for undergraduate and graduate students, and alumni
- Two-five years-experience working in higher education or similar environment required. Career Development experience preferred
- Experience in providing programming and counseling with multicultural, underrepresented and international student populations
- Excellent customer service and verbal/written communication skills; able to work with internal and external communities
- Ability to communicate effectively to present information to small and large groups
- Experience in computer systems, word processing, spreadsheets and database management, Handshake, Career Shift, Going Global, and additional career search programs preferred
- Experience working in a collaborative, team-oriented environment as well as the ability to work independently
- Ability to adapt and support working in a changing environment

Availability to work evening/weekend hours to support office initiatives, especially during the academic year

FLSA STATUS

United States of America (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

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campus environment free of harassment and discrimination.

To apply, visit: https://wpi.wd5.myworkdayjobs.com/en-US/WPI_External_Career_Site/job/Worcester/Career-Advisor_R0003167

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.

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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

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