

Operations Manager Worcester Polytechnic Institute

Direct Link: <https://www.AcademicKeys.com/r?job=259424>

Downloaded On: Jul. 12, 2025 5:01am

Posted Jul. 8, 2025, set to expire Nov. 4, 2025

Job Title	Operations Manager
Department	Mechanical & Materials Engineering
Institution	Worcester Polytechnic Institute Worcester, Massachusetts

Date Posted	Jul. 8, 2025
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Application Deadline	Open until filled
Position Start Date	Available immediately

Job Categories	Director/Manager
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Academic Field(s)	Administrative Support/Services
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Job Description

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JOB TITLE

Operations Manager

LOCATION

Worcester

DEPARTMENT NAME

Mechanical & Materials Engineering

DIVISION NAME

Worcester Polytechnic Institute - WPI

JOB DESCRIPTION SUMMARY

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Direct and manage the day to day operations and staff of the Mechanical Engineering Department to ensure quality service and proper implementation of policies and procedures. Manage all functions essential for the operation and growth of the Mechanical Engineering Department under the guidance of the Mechanical Engineering Department Head.

JOB DESCRIPTION

Responsibilities:

- Responsible for the day-to-day fiscal and budgetary affairs of the department, assist in the management of grants and contracts, serving as authorized signer for all departmental funds.
- Maintain communication with faculty, staff, and students to recruit their participation in departmental events. Interact with ME and WPI faculty, students, and members of the Dean's Office and Provost Office on a normal and consistent basis.
- Represent the department to other university units and outside agencies on administrative matters.
- Oversee the development and implementation of administrative policies and procedures.
- Oversee the planning and design of department brochures, web development, and project activities.
- Assist the Department Head in designing and coordinating new programs and initiatives.
- Edit and help compose the departmental annual report, the department newsletter and ABET reports.
- Manage all requests for course scheduling and the annual updates for the undergraduate and graduate catalogs.
- Faculty hiring: Oversee and maintain the complete process and communication for department faculty positions, placing advertisements, maintaining a database of applicants (200+), schedule all interviews.
- Plan and coordinate departmental and college scholarships and awards.
- Organize, plan and coordinate department events and construction projects.
- Responsible for hiring, training and supervision of ME office staff, with input from the department head.
- Supervise and coordinate the work of student employees.
- Other duties as assigned.

Requirements:

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- Bachelor's degree or equivalent with a minimum of 5 years of experience in an administrative assistant or related support position capacity.
- Strong written, verbal, interpersonal, and communication skills.
- Strong proficiency with Microsoft Office and proficiency/willingness to learn other key software applications (Workday, P-card, etc.)
- Must be able to prioritize and organize work effectively and be able to manage several projects simultaneously.
- Must be able to successfully relate well to all levels of the campus community.

Salary: \$55,400 - \$67,900. WPI's [benefits package](#) includes a robust retirement match, wellness perks, tuition assistance and more!

This is an on-site role with an opportunity for limited remote work negotiable.

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 campus environment free of harassment and discrimination.

To apply, visit: https://wpi.wd5.myworkdayjobs.com/en-US/WPI_External_Career_Site/job/Worcester/Operations-Manager_R0003148

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,

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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

Worcester Polytechnic Institute

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