

Temporary Program Assistant Worcester Polytechnic Institute

Direct Link: <https://www.AcademicKeys.com/r?job=259501>

Downloaded On: Jul. 13, 2025 1:26am

Posted Jul. 9, 2025, set to expire Sep. 1, 2025

Job Title Temporary Program Assistant
Department
Institution Worcester Polytechnic Institute
Worcester, Massachusetts

Date Posted Jul. 9, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Part-Time/Temporary Staff

Academic Field(s) Administrative Support/Services

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Job Description

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JOB TITLE

Temporary Program Assistant

LOCATION

Worcester

DEPARTMENT NAME

Computer Science - JM

DIVISION NAME

Worcester Polytechnic Institute - WPI

JOB DESCRIPTION SUMMARY

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One graduate student program assistant will be hired to assist the co-Directors with administering the summer portion of the RET Site. They will meet weekly with each team of teachers to serve as an additional resource for the RET participants and to assist with research tasks, logistical issues and provide additional support as appropriate. The RET graduate student program assistants will meet weekly with the PIs to discuss RET participant experiences and help problem solve any issues that may come up during the summer. They will organize the group lunches and coordinate additional teacher cohort activities such as visiting other research labs or attending talks at WPI.

The dates of the RET program this year are June 30 to August 8, 2025. During that period, it will be approximately 20 hrs/week. In the weeks leading up to the RET as well as the weeks after the program, there will be between 5-10 hours/week of work, most of which can be done remotely and flexibly.

JOB DESCRIPTION

Roles & Responsibilities:

- expectation to attend morning sessions in-person, on campus with RET participants
- check-in with each lab team in person
- help problem solve issues during summer
- help in research labs, if needed
- help with posters
- possibly give mini-lessons related to UN Sustainable Development Goals or doing research (teaching opportunity for the grad student!)

Qualifications/Skills

- good problem-solver
- can take initiative
- good communication/people skills
- be research mentor for teachers
- support the RET participants
- friendly, approachable

FLSA STATUS

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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/Temporary-Program-Assistant_R0003213

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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