

Academic Advisor  
Worcester Polytechnic Institute

Direct Link: <https://www.AcademicKeys.com/r?job=259943>

Downloaded On: Jul. 18, 2025 5:43pm

Posted Jul. 18, 2025, set to expire Nov. 12, 2025

**Job Title** Academic Advisor  
**Department** Academic Advising  
**Institution** Worcester Polytechnic Institute  
Worcester, Massachusetts

**Date Posted** Jul. 18, 2025

**Application Deadline** Open until filled  
**Position Start Date** Available immediately

**Job Categories** Classified Staff

**Academic Field(s)** Educational Services

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**Job Description**

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**JOB TITLE**

Academic Advisor

**LOCATION**

Worcester

**DEPARTMENT NAME**

Academic Advising

**DIVISION NAME**

Worcester Polytechnic Institute - WPI

**JOB DESCRIPTION SUMMARY**

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Reporting to the Director of Academic Advising Operations, this position provides individualized support to a caseload of undergraduate students and develops initiatives focused on retention and graduation for students who have experienced academic challenges.

## **JOB DESCRIPTION**

### **Responsibilities:**

- Serve as an academic advising resource for a caseload of students across majors and class years by:
  - Conducting individual advising appointments throughout the academic year to assist students with short- and long-term academic planning, major selection, and course selection.
  - Assisting students in navigating campus systems, as well as accessing and utilizing appropriate resources to support their academic and personal success.
- Serve as an academic coach for academically at-risk students by:
  - Providing weekly one-on-one meetings for students who have struggled academically.
  - Helping students identify and address personal and academic challenges.
  - Identifying concrete strategies and resources to improve academic performance.
- Coordinate reporting and distribution of data pertaining to students who have experienced academic difficulty.
- Provide course registration support to students by:
  - Conducting individual student appointments to help students outline an appropriate course schedule.
  - Providing drop-in availability during all add/drop and course registration periods to assist students in planning and finalizing an appropriate path of study each term.
  - Hosting informational sessions and/or presentations for specific groups of students regarding course selection and registration advice.
- Other responsibilities:
  - Submit CARE reports for students whose concerns go beyond the scope of academic advising, or who are academically at-risk and unresponsive to outreach.
  - Liaise with the CARE Team Coordinator on a plan to address each student of concern, which may include communicating with students' faculty or family members as needed and/or appropriate.
  - Develop initiatives to support students who are taking a leave of absence.
  - Develop initiatives focused on retention and graduation of students who have experienced academic difficulty.
  - Other duties as assigned.

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**Requirements:**

- Bachelor's degree - required
- Master's degree strongly preferred but not required. Candidates without a Master's degree should have at least 1 - 2 years' experience in advising or a related field, supporting students in an educational capacity.

Compensation depends on experience but ranges from \$49,500 to \$62,000. The role includes a generous benefits package: 4 weeks of paid time off, an extra week off at the end of December, 13 paid holidays, comprehensive health, dental, and vision insurance, a 9.5% retirement match after one year, disability and life insurance, tuition assistance (including full WPI tuition for dependents after 3 years), free access to the fitness center, wellness resources, flexible summer hours, employee discounts, and opportunities to join employee resource groups.

**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/Academic-Advisor\\_R0003223](https://wpi.wd5.myworkdayjobs.com/en-US/WPI_External_Career_Site/job/Worcester/Academic-Advisor_R0003223)

**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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