

**Talent & Inclusion Administrative Specialist  
Worcester Polytechnic Institute**

Direct Link: <https://www.AcademicKeys.com/r?job=263628>

Downloaded On: Oct. 8, 2025 1:40pm

Posted Oct. 8, 2025, set to expire Jun. 30, 2026

**Job Title** Talent & Inclusion Administrative Specialist  
**Department** Talent Strategies  
**Institution** Worcester Polytechnic Institute  
Worcester, Massachusetts

**Date Posted** Oct. 8, 2025

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

**Job Categories** Classified Staff

**Academic Field(s)** Human Resources

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**Job Description**

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**JOB TITLE**

Talent & Inclusion Administrative Specialist

**LOCATION**

Worcester

**DEPARTMENT NAME**

Talent Strategies

**DIVISION NAME**

Worcester Polytechnic Institute - WPI

**JOB DESCRIPTION SUMMARY**

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Reporting to the Senior Director of Talent Strategies, the Talent Strategies Specialist will oversee a variety of Talent & Inclusion (T&I) administrative duties.

This position will facilitate daily human resource functions, including comprehensive HR customer service support. This position will manage customer inquiries through our HALO ticketing system, ensure compliance, oversee onboarding, and handle administrative tasks that contribute to the success of the talent team.

This role serves as a key point of contact for the WPI community while supporting the strategic vision and mission of the organization through effective human resources practices.

### **JOB DESCRIPTION**

#### **Responsibilities:**

Provide Talent administrative and operational support to the WPI community in the following ways:

- Provide exceptional customer service by greeting faculty, staff, students, and visitors, answering phones, and responding to internal and external inquiries via email
- Monitor, research, respond and follow up on customer inquiries in the HALO ticketing system
- Schedule meetings, manage calendars, and coordinate department events and campus-wide initiatives as needed
- Prepare and submit expense reports, process invoices, and maintain accurate filing systems (electronic and physical)
- Maintain and update the employee handbook and HR intranet content
- Coordinate with facilities for office maintenance needs
- Purchase and maintain inventory of supplies
- Handle general HR administrative duties and serve as an office liaison with other departments
- Hire and supervise federal work study student workers to assist with front office tasks, particularly I-9 verifications and special projects
- Conducting research on HR- related topics and distilling findings into actionable insights

Oversee compliance and legal requirements by:

- Coordinate and monitor I-9 verifications, ensuring compliance and accurate entry into Workday
- Process background checks and CORI requests, and managing third party vendor relationship

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- Assist with the completion of governmental surveys from the Census Bureau, Department of Labor, and other agencies
- Manage and respond to unemployment cases

Collaborate on talent operations and onboarding by:

- Assist with recruitment processes, interview scheduling, and support talent acquisition activities
- Guide new employees through systems access, parking, ID creation, and payroll inquiries
- Track new hire status and communication
- Maintain accurate employee records and HRIS data
- Collaborate with all functional areas within T&I by educating new hires on benefits, employee policies, and payroll
- Engage in special projects by supporting various departmental initiatives
- Other duties as assigned by your manager

### Requirements:

- Minimum of an associate degree in HR, Business Administration, or related field
- One to three years of HR administrative experience, with high volume customer service experience
- Advance proficiency in Microsoft Office Suite
- Experience and proficiency with HRIS/HRMS systems, ideally Workday
- Willingness and enthusiasm for engaging with office visitors to provide outstanding customer service
- Excellent organization and follow-up skills with the ability to prioritize and manage time effectively
- Strong written and verbal communication skills
- Ability to work efficiently, adapt easily, and multitask in a fast-paced environment
- Must maintain strict confidentiality and exercise appropriate discretion
- Strong problem-solving abilities and attention to detail

Salary Grade 5: \$49,500 - \$60,000 per year (depending on experience)

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Salary is based on related experience, expertise, and internal equity; generally, new hires can expect pay between the minimum and midpoint of the range.

### [Compensation at WPI](#)

#### **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/Talent---Inclusion-Administrative-Specialist\\_R0003283](https://wpi.wd5.myworkdayjobs.com/en-US/WPI_External_Career_Site/job/Worcester/Talent---Inclusion-Administrative-Specialist_R0003283)

#### **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

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applying for or inquiring about this job announcement.

**Contact**

N/A

Worcester Polytechnic Institute

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