Temporary Administrative Associate
Worcester Polytechnic Institute

Job Title	Temporary Administrative Associate
Department	Biomanufacturing Education and Training Center
Institution	Worcester Polytechnic Institute
	Worcester, Massachusetts
Date Posted	Oct. 15, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Administrative Support/Services
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Job Description	

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JOB TITLE
Temporary Administrative Associate

LOCATION
Worcester

DEPARTMENT NAME
Biomanufacturing Education and Training Center - BETC - JM

DIVISION NAME
Worcester Polytechnic Institute - WPI

JOB DESCRIPTION SUMMARY

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WPI seeks to hire a temporary Administrative Associate for Practice Point and BETC, reporting to the Director, serves as the first point of contact for both facilities. The position provides general administrative support as well as assistance with training, events, and visits. It also serves as the units' main purchasing agent and support billing and accounting activities.

JOB DESCRIPTION

General administrative support:

- Performs receptionist duties
- Maintains BETC and PracticePoint calendars.
- Reserves conference room and classroom spaces for internal and external users.
- Receives and sorts incoming mail and deliveries and manages outgoing mail.
- Assists with office activities (e.g., key management, IT infrastructure, office suppliers).
- Provides other administrative support as necessary.

Purchasing and Billing:

- Obtains quotes for equipment from suppliers.
- Works with Purchasing to complete the purchasing process in WPI's purchasing/ accounting system (from setting up suppliers and generating POs to receipts of equipment and supplies and inputting invoices for payment).
- Assists in the purchase of equipment with grant funding.
- Works with lab operation managers in BETC and PracticePoint to send invoices to clients via workday and tracking the payment.

Events:

- Handles catering needs for training and events.
- Provides planning for and assistance at large seminars and classes.
- Assists Senior Manager with marketing materials including pamphlets and brochures for courses or events
- Develops and distributes forms and other documents, such as name tags, sign in sheet, schedules, and certificates.
- Coordinates and distributes evaluations, quizzes, and onboarding testing for BETC and PracticePoint programs.
- Gathers evaluation data from courses and distributes it to team members.

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Requirements:

- High School diploma and at least 5 years of relevant experience, preferably in higher education.
- Associate degree and related administrative experience, preferably in higher education.
- Ability to work flexible hours, including some evening hours, to support classes and events.
- Excellent organizational and communication skills and ability to work with outside clients
- Strong documentation skills, attention to detail, and proficiency with MS Office programs
- Ability to manage high call and email volume and provide timely response and assistance.

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FLSA STATUS
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-Administrative-Associate_R0003286

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

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Contact

N/A

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