

## Temporary Administrative Specialist Worcester Polytechnic Institute

Direct Link: <https://www.AcademicKeys.com/r?job=269117>

Downloaded On: Dec. 4, 2025 8:49am

Posted Dec. 4, 2025, set to expire Jun. 30, 2026

**Job Title** Temporary Administrative Specialist  
**Department**  
**Institution** Worcester Polytechnic Institute  
Worcester, Massachusetts

**Date Posted** Dec. 4, 2025

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

**Job Categories** Part-Time/Temporary Staff

**Academic Field(s)** Administrative Support/Services

**Apply Online Here** <https://apptrkr.com/6766440>

**Apply By Email**

**Job Description**

Image not found or type unknown



### **JOB TITLE**

Temporary Administrative Specialist

### **LOCATION**

Worcester

### **DEPARTMENT NAME**

Social Science & Policy Studies - JM

### **DIVISION NAME**

Worcester Polytechnic Institute - WPI

### **JOB DESCRIPTION SUMMARY**

## Temporary Administrative Specialist Worcester Polytechnic Institute

Direct Link: <https://www.AcademicKeys.com/r?job=269117>

Downloaded On: Dec. 4, 2025 8:49am

Posted Dec. 4, 2025, set to expire Jun. 30, 2026

Provide temporary administrative support to the Social Science & Policy Studies Office department head, faculty and staff.

### **JOB DESCRIPTION**

#### **Responsibilities:**

- Serve as a confidential administrative assistant to department head, associate department head, program directors, and 25 faculty members.
- Use Workday to assist with essential functions of the department, such as hiring work study students, processing payroll for students, submitting invoices from suppliers and contractors for payment.
- Assist with main office functions, such as ordering and restocking office supplies as needed/requested; assisting with mail and packages; submitting work orders for maintenance and keys as needed; planning, scheduling, and coordinating catering for departmental functions; replying to email, telephone, or in-person inquiries re: information about SSPS-related academic offerings and programming.
- Support faculty with various needs, such as scheduling committee meetings; photocopying, printing, and/or scanning documents; proofreading documents prior to printing; creating targeted email lists and databases as requested by faculty; creating flyers for events.
- Work with Marketing and Communications Department to maintain and update department website. Post department-related events and announcements when necessary.
- Assist with faculty candidate visits. Help organize candidate interview itinerary. Book travel arrangements, hotel, and limo service.
- Record, publish, and maintain minutes of all monthly Faculty Department meetings.
- Provide general support to SSPS department visitors.

#### **Requirements:**

- Associate's Degree required
- 1-2 years of experience in office setting
- Excellent time management skills; ability to multi-task and prioritize work
- Solid attention to detail and problem-solving abilities
- Strong organizational and planning skills
- Proficient in Microsoft Office and Zoom; knowledge of Workday and Drupal helpful, but not required
- Ability to collaborate with staff across multiple departments and divisions within WPI

## Temporary Administrative Specialist Worcester Polytechnic Institute

Direct Link: <https://www.AcademicKeys.com/r?job=269117>

Downloaded On: Dec. 4, 2025 8:49am

Posted Dec. 4, 2025, set to expire Jun. 30, 2026

- Openness to learning new skills and programs

**Compensation:**\$23 - 25 per hour - 20 hours per week

### **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-Specialist\\_R0003303](https://wpi.wd5.myworkdayjobs.com/en-US/WPI_External_Career_Site/job/Worcester/Temporary-Administrative-Specialist_R0003303)

### **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.

**Temporary Administrative Specialist  
Worcester Polytechnic Institute**

Direct Link: <https://www.AcademicKeys.com/r?job=269117>

Downloaded On: Dec. 4, 2025 8:49am

Posted Dec. 4, 2025, set to expire Jun. 30, 2026

**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

N/A

Worcester Polytechnic Institute

,