

Florida Assistant Director of Regional Recruitment
Worcester Polytechnic Institute

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Downloaded On: May. 8, 2024 10:33pm

Posted Mar. 22, 2024, set to expire Jul. 4, 2024

Job Title Florida Assistant Director of Regional Recruitment
Department Domestic Admissions Counselors
Institution Worcester Polytechnic Institute
Worcester, Massachusetts

Date Posted Mar. 22, 2024

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Associate/Assistant Director

Academic Field(s) Other Administrative Departments
Multicultural Affairs/Diversity
Development/Institutional Advancement

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Job Description

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JOB TITLE

Florida Assistant Director of Regional Recruitment

LOCATION

Worcester

DEPARTMENT NAME

Domestic Admissions Counselors

DIVISION NAME

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Worcester Polytechnic Institute - WPI

JOB DESCRIPTION SUMMARY

The Florida Assistant Director of Regional Recruitment works with the admissions team to further WPI's efforts to recruit, select, and enroll the most qualified undergraduate students. They are charged with developing and implementing strategies to convey key institutional messages to prospective students and parents on and off campus and to cultivate professional relationships with counselors and key educational organizations. WPI's Undergraduate Admissions Office is a collaborative team with an ongoing focus of deepening their understanding of the intersectional identities of all members of the community. They are committed to providing a safe and welcoming environment for students and staff, which is inclusive and culturally informed. The Florida Assistant Director of Regional Recruitment will live in and manage all recruitment activities in Florida, focused in Southern Florida. They will also manage additional recruitment efforts in Georgia and parts of the southern United States.

WPI is passionate about creating an inclusive workplace that promotes and values diversity. We are looking for candidates who can support our commitment to equity, diversity and inclusion.

JOB DESCRIPTION

Responsibilities:

Recruitment:

- Develop strategic recruitment plan for geographic territory in concert with university and departmental objectives. Plan and execute recruitment activities for assigned high schools and territories (up to six weeks in the fall and up to four weeks in the spring).
- Collect information and data, and report on and assess recruitment activities.
- Advise prospective WPI students, parents/guardians, and counselors. Communicate via email, letter, and phone.
- Cultivate relationships with counselors, community agencies, parents/guardians, students (current and prospective), as well as WPI faculty, staff, and alumni for recruitment purposes.
- Conduct presentations on- and off-campus as well as virtually. Communicate benefits of a WPI experience to a variety of constituencies.
- Represent WPI on- and off-campus at professional conferences and related events.
- Reside within Florida.

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Selection:

- Review and evaluate admissions applications from assigned geographic territory.
- Participate in shared decision making as part of committee review process.
- Counsel applicants, parents/guardians, and counselors on application process, admissions decisions, and academic merit scholarships.

Enrollment:

- Advise prospective WPI students, parents/guardians, and counselors. Communicate via email, letter, and phone.
- Cultivate relationships with counselors, community agencies, parents/guardians, students (current and prospective), as well as WPI faculty, staff, and alumni for enrollment purposes.
- Represent and communicate the benefits of a WPI experience to admitted students and families through enrollment yield events.

Project Management/Programmatic Responsibilities: programs and events in support of admissions recruitment:

- Manage the coordination and completion of recruitment and enrollment projects in support of departmental objectives. Liaise with internal campus community partners and external constituents to achieve university goals.
- It is anticipated the position will require about 3 trips back to campus for training, updates and to assist with on-campus programing within an academic year.

Other duties as assigned by Supervisor

Requirements:

- Bachelor's degree required.
- 2 years of admissions experience.
- Decision Making - Decisions may affect a work unit or area within a department. May contribute to business and operational decisions that affect the department.
- Problem Solving -Problems encountered are routine, somewhat repetitive, and generally solved

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by following clear directions and procedures.

- Communication and Collaboration - Contacts and information sharing are external to the university, for the primary purpose relevant to the scope of the job (etc). In the "examples" section, denote that our office regularly completes all 4 options of the drop-down.
- Knowledge, Skills, and Abilities - Analytical thinking: intermediate

FLSA STATUS

United States of America (Exempt)

WPI is an Equal Opportunity Employer that actively seeks to increase the diversity of its workplace. 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 with diverse 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/Florida-Assistant-Director-of-Regional-Recruitment_R0002738

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.

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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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