

Assistant Director of Admissions
Worcester Polytechnic Institute

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Posted Dec. 24, 2019, removed Mar. 16, 2020

Job Title	Assistant Director of Admissions
Department	
Institution	Worcester Polytechnic Institute Worcester, Massachusetts
Date Posted	Dec. 24, 2019
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Admissions/Financial Aid
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Job Description

JOB TITLE

Assistant Director of Admissions

LOCATION

Worcester

DEPARTMENT NAME

Admissions

DIVISION NAME

Worcester Polytechnic Institute - WPI

JOB DESCRIPTION SUMMARY

The individual will work with the admissions team to further WPI's efforts to attract and enroll the most

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qualified undergraduate students. They will be 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 guidance counselors and key educational organizations.

JOB DESCRIPTION

Responsibilities:

- * This individual will serve as a member of the Diversity and Outreach Initiatives team supporting the recruitment of underrepresented students, first generation to college students and women students.
- * Assist in the recruitment of transfer students. Counsel prospective transfer applicants and evaluate transfer admissions applications.
- * Assist in the development of a strategic recruitment plan for targeted populations (first generation, female student and students from under-represented backgrounds).
- * Deliver Financial Literacy information to prospective students and pre-college populations to address college affordability.
- * Conduct Admissions presentations and interviews on- and off-campus.
- * Develop strategic recruitment plan for geographic territory in concert with university and departmental objectives. Plan Travel and implement recruitment activities for assigned high schools and territories including travel (5 to 6 weeks in the fall and 2 to 3 weeks in the spring) to support student recruitment.
- * Make Admissions decisions based on a holistic review of application credentials.
- * Advise prospective WPI students, parents and guidance counselors.
- * Communicate with prospects via email, letter or phone.
- * Identify and implement admissions strategies in assigned geographic region with special emphasis on students from under-represented backgrounds.
- * Participate in shared decision-making regarding annual admissions planning.
- * Represent WPI on and off campus at professional conferences and related events.
- * Cultivate relationships with guidance counselors, community agencies, parents, students (current and prospective), WPI faculty and alumni.
- * Other admissions responsibilities as assigned by the Director of Admissions.
- * Cultivate partnerships with community-based organizations in support of the recruitment of First Generation, female student and students from under-represented backgrounds.
- * Assist in the planning, execution and management of events for underrepresented and female student throughout the recruitment process.
- * Liaise with the Office of Multicultural Affairs in support of underrepresented students.
- * Support large scale events within the Undergraduate Enrollment Services subdivision such as Open Houses and Touch Tomorrow,.

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Requirements:

- * Bachelor's degree required.
- * Two to four years admissions experience in a professional capacity is desired.
- * Experience working with diverse student populations preferred.
- * Willingness to travel and availability for night and weekend work.
- * Valid driver's license is required for recruitment travel.
- * This individual needs to be a self-starter who is able to work independently, yet also as part of a successful team.
- * Must be able to manage multiple ongoing projects and responsibilities.
- * The candidate must possess excellent organizational and communication skills, strong analytical abilities, a high energy level, and maturity.
- * Bilingual skills desirable.

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. We are seeking individuals with diverse backgrounds and experiences who will contribute to a culture of creativity and collaboration, inclusion, problem solving and change making.

To apply, visit: [url=https://apptrkr.com/1755106]https://wpi.wd5.myworkdayjobs.com/en-US/WPI_External_Career_Site/job/Worcester/Assistant-Director-of-Admissions_R0000801

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



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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

Worcester Polytechnic Institute

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