

Assistant Director of Admissions
Worcester Polytechnic Institute

Direct Link: <https://www.AcademicKeys.com/r?job=236707>

Downloaded On: Jun. 30, 2024 8:43am

Posted May 29, 2024, set to expire Jul. 3, 2024

Job Title	Assistant Director of Admissions
Department	Admissions Operations
Institution	Worcester Polytechnic Institute Worcester, Massachusetts
Date Posted	May 29, 2024
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

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JOB TITLE

Assistant Director of Admissions

LOCATION

Worcester

DEPARTMENT NAME

Admissions Operations

DIVISION NAME

Worcester Polytechnic Institute - WPI

JOB DESCRIPTION SUMMARY

Assistant Director of Admissions Worcester Polytechnic Institute

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The Assistant Director of Admissions 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. The Assistant Director of Admissions oversees the management of students involved in the Crimson Key Tour Guide Program, made up of more than 60 current WPI students. 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.

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

Essential Functions:

- **Assist in the recruitment of the incoming first-year undergraduate enrollment class by:**
- Developing a strategic recruitment plan for a geographic territory in concert with university and departmental objectives. Planning and executing recruitment activities for assigned high schools and territories (up to six weeks in the fall and up to three weeks in the spring).
- Collecting information and data and reporting on and assessing recruitment activities.
- Advising prospective WPI students, parents/guardians, and counselors. Communicating via email, letter, and phone.
- Cultivating relationships with counselors, community agencies, parents/guardians, students (current and prospective), as well as WPI faculty, staff, and alumni for recruitment purposes.
- Conducting presentations on- and off-campus as well as virtually. Communicating benefits of a WPI experience to a variety of constituencies.
- Representing WPI on- and off-campus at professional conferences and related events.
- **Assist in the selection of the incoming first-year undergraduate class by:**
- Reviewing and evaluating admissions applications from an assigned geographic territory.
- Participating in shared decision making as part of committee review process.
- Counseling applicants, parents/guardians, and counselors on application process, admissions decisions, and academic merit scholarships.
- **Assist in the enrollment of the incoming first-year undergraduate class by:**
- Advising prospective WPI students, parents/guardians, and counselors. Communicating via

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- Cultivating relationships with counselors, community agencies, parents/guardians, students (current and prospective), as well as WPI faculty, staff, and alumni for enrollment purposes.
- Representing and communicating 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.
- Projects include:
 - Manage WPI tour guide program
 - Performs all other duties and responsibilities as assigned or directed by the supervisor.

Requirements:

- Bachelor's degree required.
- Minimum of 2 years of admissions or related experienced required.

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/Assistant-Director-of-Admissions_R0002800

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

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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 applying for or inquiring about this job announcement.

Contact

N/A

Worcester Polytechnic Institute

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