

Senior Assistant Director, Admissions, Access & Outreach
Worcester Polytechnic Institute

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Downloaded On: Jun. 5, 2025 3:54pm

Posted Apr. 1, 2025, set to expire Jul. 3, 2025

Job Title	Senior Assistant Director, Admissions, Access & Outreach
Department	
Institution	Worcester Polytechnic Institute Worcester, Massachusetts
Date Posted	Apr. 1, 2025
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

Senior Assistant Director, Admissions, Access & Outreach

LOCATION

Worcester

DEPARTMENT NAME

Admissions

DIVISION NAME

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Worcester Polytechnic Institute

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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 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 counselors and key educational organizations. They will support university efforts to attract and enroll populations that are underrepresented in STEM as a member of the Access and Outreach Team. They will develop a strategic recruitment plan for a geographic territory in concert with university and departmental objectives.

JOB DESCRIPTION

Responsibilities:

- Assist in developing and managing partnerships with Community Based Organizations (CBOs). This includes assisting with group visit management, developing programming and overseeing scholarships dedicated to CBOs and Great Minds Scholarships.
- Develop a 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.
- Assist in the development of a strategic recruitment plan for underrepresented populations in STEM; plan, execute and manage programs and events for these prospective students and families throughout the admission process. **Liaise with the Regional Recruitment team on recruitment efforts for underrepresented populations in STEM.**
- Staff Undergraduate Enrollment programs and events - such as open houses and Accepted Students Days- which may occur during nights and weekends.
- Represent WPI on and off campus at professional conferences and related events. Conduct Admissions presentations and interviews on- and off-campus
- Review and evaluate admissions applications from assigned geographic territory. Participate in shared decision-making regarding annual admissions planning.
- Advise prospective WPI students, parents and counselors and communicate with prospects via email, letter or phone.
- Performs all other duties and responsibilities as assigned or directed by the supervisor.

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Requirements:

Bachelor's degree from an accredited college in related field.

2 years of experience in higher education.

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. 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/Senior-Assistant-Director--Admissions--Access---Outreach_R0003119

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

Worcester Polytechnic Institute

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