

Assistant Director, Regional Recruitment (Texas)
Worcester Polytechnic Institute

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Posted Jun. 20, 2025, set to expire Jul. 3, 2025

Job Title Assistant Director, Regional Recruitment (Texas)
Department Admissions
Institution Worcester Polytechnic Institute
Worcester, Massachusetts

Date Posted Jun. 20, 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

Assistant Director, Regional Recruitment (Texas)

LOCATION

Worcester

DEPARTMENT NAME

Admissions

DIVISION NAME

Worcester Polytechnic Institute - WPI

JOB DESCRIPTION SUMMARY

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The Texas Assistant Director of Regional Recruitment works with the Admissions team to support WPI's efforts to recruit, select, and enroll the most qualified undergraduate students. This individual is responsible for developing and implementing strategies to convey key institutional messages to prospective students and parents, both on and off campus, and for cultivating professional relationships with counselors and key educational organizations.

WPI's Undergraduate Admissions Office is a collaborative team committed to deepening its understanding of the intersectional identities of all community members. The team strives to provide a safe and welcoming environment that is inclusive and culturally informed. The Texas Assistant Director of Regional Recruitment will reside in Texas and manage all recruitment activities across the state, with a focus on major metropolitan areas.

JOB DESCRIPTION

Recruitment:

- Develop a strategic recruitment plan for the geographic territory, aligned with university and departmental objectives.
- Plan and execute recruitment activities for assigned high schools and regions (up to six weeks in the fall and up to four weeks in the spring).
- Collect data and assess recruitment activities to inform future planning.
- Advise prospective students, parents/guardians, and counselors through email, phone, and written communication.
- Cultivate relationships with counselors, community organizations, students, parents/guardians, as well as WPI faculty, staff, and alumni.
- Conduct presentations on campus, off campus, and virtually to promote the benefits of a WPI education.
- Represent WPI at professional conferences and related events.
- Reside in the Houston, Austin, San Antonio, or Dallas metro area.

Selection:

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

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Enrollment:

- Advise prospective students, parents/guardians, and counselors through various communication channels.
- Support admitted students and families by participating in enrollment yield events.
- Build and maintain relationships with key stakeholders throughout the enrollment cycle.

Project Management / Programmatic Responsibilities:

- Coordinate and execute recruitment and enrollment-related projects in support of department goals.
- Liaise with internal campus partners and external stakeholders to support university objectives.
- Travel to WPI's campus approximately three times per year for training, departmental updates, and support of on-campus programs.

Other duties as assigned.

Requirements:

- Bachelor's degree in a relevant field.
- Two years of related experience.

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.

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To apply, visit: https://wpi.wd5.myworkdayjobs.com/en-US/WPI_External_Career_Site/job/Worcester/Assistant-Director--Regional-Recruitment--Texas-_R0003194

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.

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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