

Assistant/Associate Vice President, Graduate Studies
Worcester Polytechnic Institute

Direct Link: <https://www.AcademicKeys.com/r?job=259942>

Downloaded On: Jul. 18, 2025 6:14pm

Posted Jul. 18, 2025, set to expire Nov. 12, 2025

Job Title Assistant/Associate Vice President, Graduate Studies
Department Graduate Studies
Institution Worcester Polytechnic Institute
Worcester, Massachusetts

Date Posted Jul. 18, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Associate Vice-(Provost/Chancellor)

Academic Field(s) Graduate Education

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Job Description

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JOB TITLE

Assistant/Associate Vice President, Graduate Studies

LOCATION

Worcester

DEPARTMENT NAME

Graduate Studies

DIVISION NAME

Worcester Polytechnic Institute - WPI

JOB DESCRIPTION SUMMARY

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The Assistant/Associate Vice President (AVP) for Graduate Studies provides visionary leadership for the University's expanding portfolio of graduate, online, and corporate programs. Reporting to the Dean of Graduate Studies, this individual plays a pivotal role in aligning strategic goals with enrollment and revenue growth, and in advancing the University's mission through innovative, student-centered approaches. The AVP leads the development, execution, and continuous assessment of Master's and PhD enrollment strategies, overseeing all aspects of graduate enrollment management-including admissions operations, domestic and international recruitment, marketing in collaboration with WPI's Marketing and Communications Department, and new student onboarding and student success for Master' students.

JOB DESCRIPTION

Key Responsibilities

Strategic Leadership & Vision

- Collaborate with Dean of Graduate and Professional Studies to define and communicate a long-term strategic vision for the division.
- Foster a student-centered, data-informed, and results-driven culture.
- Ensure alignment between divisional objectives and institutional goals.
- Cultivate strong internal and external partnerships to drive programmatic growth.

Program Recruiting, Enrollment, and Student Success (30%)

- Oversee the full scope of graduate admissions, including Master's and PhD recruitment (domestic and international) and operations.
- Work with WPI's Marketing and Communications Department to develop brand visibility, promote WPI's distinctive graduate programs, build recruiting strategies for domestic and international students for online and residential programs as well as corporate enrollments.
- Drive Master's student retention, experience and engagement through data-informed decision-making and collaborative initiatives including onboarding and student success.
- Lead cross-functional teams focused on driving enrollment growth with highly effective and efficient communications, outreach to prospective and admitted Master's students, and building relationships with enrolled students.
- Analyze market trends, enrollment data, and institutional priorities to inform recruitment strategies and academic program planning. Uses data to make decisions that shape future enrollment efforts, improvements in current enrollment efforts, and helps predict future demand
- Implement innovative technologies to streamline processes and enhance student engagement.

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Operational & Team Management

- Proven use of quantitative research and technology in admissions.
- Provide leadership to administrative teams supporting Master's programs including recruiting, operations, onboarding, and student success as well as PhD student admissions.
- Ensure integrated and high-quality delivery of online and graduate services.
- Recruit, mentor, and support high-performing staff.

Financial Oversight & Planning

- Set annual benchmarks for enrollment, revenue, and partnership outcomes.
- Lead the development of annual budgets and long-term financial plans.
- Monitor revenue streams and expenditures to maintain fiscal balance.
- Collaboration & Institutional Engagement
- Accountability, visibility, and willingness to communicate regularly with campus stakeholders, including faculty and staff in academic and administrative departments.
- Facilitate collaboration with internal and external stakeholders to identify growth opportunities.
- Represent the division on university-wide committees and strategic initiatives.

Requirements:

- Master's Degree in higher education administration, business administration, or related field
- Minimum 10 years of progressive leadership in higher education, including graduate, adult, continuing, or professional education.
- At least 5 years in a senior administrative capacity.
- Demonstrated success in enrollment management, academic operations, and strategic planning.
- Experience with student support services.
- Proficiency in budget management, staff development, and cross-departmental collaboration.

Skills:

- Exceptional leadership, communication, and interpersonal skills.
- Strong analytical thinking and decision-making capabilities.
- Skilled in data analysis, financial analysis, and enrollment management reporting and analytics.
- Proficiency with Microsoft Office Suite and data management tools.
- Ability to lead diverse teams and maintain high confidentiality standards.

FLSA STATUS

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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/Assistant-Associate-Vice-President--Graduate-Studies_R0003162

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

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