

Assistant Director of Admission, Access & Outreach
Worcester Polytechnic Institute

Direct Link: <https://www.AcademicKeys.com/r?job=263285>

Downloaded On: Oct. 2, 2025 12:09pm

Posted Oct. 1, 2025, set to expire Jun. 30, 2026

Job Title Assistant Director of Admission, Access & Outreach
Department
Institution Worcester Polytechnic Institute
Worcester, Massachusetts

Date Posted Oct. 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

Assistant Director of Admission, Access & Outreach

LOCATION

Worcester

DEPARTMENT NAME

Admissions

DIVISION NAME

Worcester Polytechnic Institute - WPI

JOB DESCRIPTION SUMMARY

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This individual will work with the admissions team to further WPI's efforts to attract and enroll the most qualified undergraduate students. Develop and implement strategies to convey key institutional messages to prospective students and parents on and off campus. Cultivate professional relationships with school counselors and key educational organizations. Reporting to the Director of Admissions, Access and Outreach, this person will also aid the team with the recruitment of underrepresented students in STEM.

JOB DESCRIPTION

Responsibilities:

- Assist in the recruitment of the incoming first-year undergraduate enrollment class by
- Developing strategic recruitment plan for 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 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 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 enrollment purposes.
- Representing and communicating the benefits of a WPI experience to admitted students and families through enrollment yield events.
- Assist and the support of admissions recruitment and enrollment by managing 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

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goals.

- Projects for this position include:
- Cultivate partnerships with community-based organizations in support of the recruitment of students underrepresented in STEM.
- Assist in the execution of a strategic recruitment plan for students underrepresented in STEM.
- Assist in the planning, execution and management of outreach events for students underrepresented in STEM.
- Assist in developing a communications plan for underrepresented students in STEM.
- Liaise with the Office of Pre-Collegiate Outreach Programs on outreach and pipeline activities.
- Other duties as assigned. **Requirements:**
- Bachelor's degree in related field.
- 1 year of relevant 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.

To apply, visit: https://wpi.wd5.myworkdayjobs.com/en-US/WPI_External_Career_Site/job/Worcester/Assistant-Director-of-Admissions-for-Diversity-and-Outreach-Initiatives_R0003279

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

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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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