

**Associate Director - Career Services
Worcester Polytechnic Institute**

Direct Link: <https://www.AcademicKeys.com/r?job=267985>

Downloaded On: Nov. 6, 2025 5:57pm

Posted Nov. 6, 2025, set to expire Jun. 30, 2026

Job Title Associate Director - Career Services
Department Heebner Career Development Center - HCDC
Institution Worcester Polytechnic Institute
Worcester, Massachusetts

Date Posted Nov. 6, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Associate/Assistant Director

Academic Field(s) Academic Advising

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Job Description

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JOB TITLE

Associate Director - Career Services

LOCATION

Worcester

DEPARTMENT NAME

Heebner Career Development Center - HCDC

DIVISION NAME

Worcester Polytechnic Institute - WPI

JOB DESCRIPTION SUMMARY

Associate Director - Career Services Worcester Polytechnic Institute

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Lead the Career Development Center's (CDC) career services team in designing and delivering programs that support the career development and advancement of degree-seeking students and alumni. Oversee career education, advising, student-facing services, data collection and reporting, and marketing and communications.

JOB DESCRIPTION

- Oversee student-facing career services strategy and operations, including one-on-one advising, career development programming, design and implementation of credit-bearing career courses, and related assessment, data collection, and reporting to ensure continuous improvement and alignment with institutional goals. Actively foster relationships with faculty to integrate career development into the academic experience and support student success.
- Coordinate and implement internal and external marketing efforts to promote the programs, services, and impact of the Heebner Career Development Center. This includes creating outreach materials, managing digital content, and working closely with University Marketing to elevate the center's visibility and brand across campus, as well as among faculty, employers, parents, and alumni networks.
- Supervise a team of staff and paraprofessional peer advisors as part of the Career Services student-facing team. Conduct annual performance appraisals of supervisees, review position descriptions, and monitor staff performance, providing timely feedback.
- Provide career advising to degree-seeking students and alumni through virtual and in-person appointments, including administering and interpreting career assessments. Train students in the use of digital tools and online resources for career exploration, decision-making, and job search strategies.
- Represent the office on and off campus by designing and delivering career- and recruiting-related presentations to diverse audiences, including senior leadership and alumni. Serve on university committees and initiatives, and attend regional chamber events as a WPI representative.
- Lead employer strategy calls and conduct on-site visits to assess organizational needs, strengthen partnerships, and align workforce solutions with business objectives.
- Other duties as assigned.

Requirements:

- Master's degree in Higher Education, Student Affairs, Counseling, Career Development, Business, or a related field.
- 5-7 years of progressive experience in career services, student development, employer relations,

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or a related area in higher education.

- Minimum of 2-3 years of supervisory experience with professional or paraprofessional staff.

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Compensation: \$62,500 - \$70,912 per year (depending on experience)

Salary is based on related experience, expertise, and internal equity; generally, new hires can expect pay between the minimum and midpoint of the range.

[Compensation at WPI](#)

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/Associate-Director---Career-Services_R0003297

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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