

Assistant Director, Admissions
Worcester Polytechnic Institute

Direct Link: <https://www.AcademicKeys.com/r?job=268499>

Downloaded On: Nov. 19, 2025 1:57pm

Posted Nov. 19, 2025, set to expire Jun. 30, 2026

Job Title Assistant Director, Admissions
Department
Institution Worcester Polytechnic Institute
Worcester, Massachusetts

Date Posted Nov. 19, 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, Admissions

LOCATION

Worcester

DEPARTMENT NAME

Admissions

DIVISION NAME

Worcester Polytechnic Institute - WPI

JOB DESCRIPTION SUMMARY

Assistant Director, Admissions Worcester Polytechnic Institute

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The Assistant Director, Admissions (Campus Visits) advances WPI's efforts to recruit, select, and enroll high-achieving undergraduate students. This role develops and delivers strategic outreach, manages key visit and yield initiatives, and represents WPI to prospective students, families, counselors, and partner organizations. The Assistant Director also leads the admissions associate program, ensuring high-quality campus visit experiences throughout the academic year and summer. They serve as a key member of the Campus Visit Team.

JOB DESCRIPTION

Responsibilities:

- Assist in the recruitment of the incoming first-year undergraduate class by:
- Developing and executing a strategic recruitment plan for an assigned geographic territory aligned with university and departmental goals, including up to six weeks of fall travel and up to three weeks of spring travel.
- Gathering and analyzing data from recruitment activities and reporting outcomes.
- Advising prospective students, families, and counselors through email, phone, virtual meetings, and in-person conversations.
- Building and maintaining relationships with counselors, community organizations, alumni, faculty, and staff.
- Delivering presentations on campus, off campus, and virtually to communicate the WPI experience and academic offerings.
- Representing WPI at conferences, school visits, and other recruitment events.

Assist in the selection of the incoming first-year undergraduate class by:

- Reviewing and evaluating admissions applications for an assigned territory.
- Participating in committee-based selection processes and shared decision making.
- Counseling applicants, families, and counselors on the application process, decisions, and academic merit scholarships.
- Assist in the enrollment of the incoming first-year undergraduate class by:
- Advising admitted students and families and providing timely communication via email, phone, and in-person conversations.
- Cultivating relationships with counselors, community organizations, alumni, faculty, and staff to support enrollment decision making.
- Representing WPI at enrollment and yield events and communicating the value of the WPI

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experience to admitted students and families.

- Manage the coordination and completion of recruitment, visit, and enrollment projects in support of departmental objectives.
- Serve as a liaison to internal campus partners and external stakeholders to achieve university goals.

Projects include:

- Leading the hiring, training, scheduling, and supervision of 10 to 12 admissions associates during the academic year and partnering with the Campus Visit Team to hire and supervise summer associates.
- Assisting with the planning and logistical support of campus visits, tours, and events throughout the year.
- Serving as a lead coordinator for Undergraduate Admissions' support of First Year Welcome Experience events.
- Supporting the Recruitment Partnerships Team with counselor tours and spring travel programs.
- Performing additional duties as assigned by the supervisor.

Requirements:

- Bachelor's degree required.
- A minimum of 2 to 5-years of related experience

Salary Grade 5: \$49,500 - \$54,000 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)

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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--Admissions_R0003305

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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