

Assistant Director of Pre-Collegiate Outreach Programs
Worcester Polytechnic Institute

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Posted Dec. 5, 2025, set to expire Jun. 30, 2026

Job Title	Assistant Director of Pre-Collegiate Outreach Programs
Department	Pre-Collegiate Outreach Programs - POP
Institution	Worcester Polytechnic Institute Worcester, Massachusetts
Date Posted	Dec. 5, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Public Relations/Marketing Admissions/Financial Aid Academic Advising
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Job Description

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JOB TITLE

Assistant Director of Pre-Collegiate Outreach Programs

LOCATION

Worcester

DEPARTMENT NAME

Pre-Collegiate Outreach Programs - POP

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DIVISION NAME

Worcester Polytechnic Institute - WPI

JOB DESCRIPTION SUMMARY

This position provides a wide range of responsibilities related to programmatic creation and support, customer service, operational support, financial reporting, and process management in the Office of Pre-collegiate Outreach Programs. Support the office mission of providing high-quality STEM programming to K-12 youth and their families.

JOB DESCRIPTION

Responsibilities:

- Deliver exceptional customer service to students, families, faculty, staff, and community members by providing information about outreach opportunities, registration and application processes, and program policies.
- Attend evening and weekend programs (outside of business hours) to support outreach programs, undergraduate student events, and institutional events, especially during the summer.
- Lead the social media presence for the Pre-Collegiate Outreach Office and assist with developing marketing materials to support the office's digital presence.
- Liaise with internal stakeholders including Campus Police, Residential Services, International House, Dean of Students, Student Activities, Admissions, and academic departments.
- Hire, schedule, train, and supervise 5-6 student employees who assist with answering the phone, monitoring the email inbox, and completing office tasks during the academic year.
- Hire, schedule, train, and supervise summer Program Assistants who provide support for daily tasks and operations during summer programs.
- Coordinate fairs and events related to summer recruitment programs.
- Participate in professional networks and related professional development.
- Function as the liaison to Talent & Inclusion during hiring cycles for the office, which includes more than 300 individuals who engage with the office as temporary employees, student employees, and high school volunteers.
- Oversee summer tuition assistance for various summer programs. Lead the committee weekly during the application/registration season to approve tuition assistance awards and communicate decisions accordingly.
- Manage a caseload of applications to the Frontiers program by reviewing assigned applications and following up with students for additional or missing materials.
- Serve as a liaison to the Bursar and Financial Services to track revenue for programs.
- Serve as the lead for financial records with the Undergraduate Enrollment Systems Operations

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team.

- Serve as part of the summer Professional Staff on-call rotation for one week during the four weeks of residential summer programs, in addition to providing daily support for all summer programs including participants, faculty, teaching assistants, residential program assistants, and others.
- Monitor and maintain supply procurement for all programs in the Pre-College Outreach Office for more than 100 academic year events and five weeks of summer programming.
- Performs all other duties and responsibilities as assigned or directed by the supervisor.

Qualifications:

- Bachelor's degree.
- 2-4 years of professional experience in an office, corporate, or education environment.
- Proficiency with Microsoft Office products (Excel, Word, mail merges, etc.) and willingness to learn other computer systems as necessary; experience with Workday and/or Salesforce is a plus.
- Excellent organizational skills, attention to detail, time management skills, and interpersonal communication skills, with strong verbal and written abilities.
- Ability to work well under pressure, meet deadlines, and prioritize work.
- Self-starter with the ability to work independently and collaborate effectively as part of a team.
- Customer service focused with exceptional diplomacy skills.
- Valid driver's license required.
- Flexibility to cover evening and weekend programs as necessary.
- Bilingual skills desirable.

Salary Grade 5: \$49,500 - \$55,000 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)

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

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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-Pre-Collegiate-Outreach-Programs_R0003312

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

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