

Assistant Director of Academic Advising and First Year  
Experience  
Worcester Polytechnic Institute

Direct Link: <https://www.AcademicKeys.com/r?job=227121>

Downloaded On: May. 11, 2024 3:33pm

Posted Dec. 8, 2023, set to expire Jun. 30, 2024

<b>Job Title</b>	Assistant Director of Academic Advising and First Year Experience
<b>Department</b>	Academic Programming
<b>Institution</b>	Worcester Polytechnic Institute Worcester, Massachusetts
<b>Date Posted</b>	Dec. 8, 2023
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Associate/Assistant Director
<b>Academic Field(s)</b>	Student Affairs Academic Advising
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**Job Description**

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**JOB TITLE**

Assistant Director of Academic Advising and First Year Experience

**LOCATION**

Worcester

**DEPARTMENT NAME**

Academic Programming

**DIVISION NAME**

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Worcester Polytechnic Institute - WPI

### **JOB DESCRIPTION SUMMARY**

Reporting to the Director of Academic Programming and Student Transitions, the Assistant Director of Academic Advising and First Year Experience is responsible for leading the development, implementation, and assessment of academic advising programs for first-year students. This includes coordinating the First Year Welcome Experience, oversight of the Insight Program, development of in-person and online advising programs to support first-year students and collaborating with campus stakeholders to promote retention efforts.

This Assistant Director position supports undergraduate students from a developmental advising approach, educates students in a flexible and creative learning environment, and is an active participant in collaborating with students, faculty and staff to promote academic success. The academic advising office reinforces the goals of WPI, in providing an "education that encompasses continuous striving for excellence coupled with an examination of the contexts of learning so that knowledge is won not only for its own sake but also for the sake of the human community of which the people of WPI are part". This position is an integral member of the advising office, by helping students identify resources to support them in their academic, career, and personal goals as they interactively engage in the local and global environment.

WPI is passionate about creating an inclusive workplace that promotes and values diversity. We are looking for candidates who can support our commitment to equity, diversity and inclusion.

### **JOB DESCRIPTION**

**Coordinate the Insight Program designed to welcome and support the transition of first-year and transfer students by:**

- Facilitating the selection, training, and evaluation of Community Advisor and Senior Community Advisor staff.
- Managing the recruitment of the Insight Advisor staff, providing the faculty and staff who serve in this capacity with training regarding advising practices and supporting students in transition.
- Developing and assessing the curriculum for WPE 1601: Insight Program, based upon the needs of incoming students and creating opportunities for reflection and growth.
- Administering the Community Advisor programming model, tracking the programming budget and ensuring that funds are allocated appropriately.
- Individually responsible for planning the End of Insight Celebration and Insight of the Year Awards.

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- Arranging the follow up conducted by Community Advisors, Resident Advisors or Insight Advisors for first-year or transfer students experiencing difficulty or concern in collaboration with Residential Services and the university CARE Team.

**Develop and support campus programming focused on incoming students by:**

- Administering the First-Year Welcome Experience, overseeing all aspects of the in person and virtual student and family program.
- Managing the selection, training and evaluation of Summer Transition Assistant and Summer Coordinator staff.
- Arranging the Get More Insight Day program, focused on providing space for first year and transfer students to build community and prepare for the Spring semester.
- Representing the Office of Academic Advising on the New Student Orientation Core Planning Committee and as a Parent and Family Weekend Service Provider.
- Collaborating with academic departments to develop and promote programs that facilitate faculty-student interaction for first-year students.
- Organizing the First Year Experience site, through collaboration with campus stakeholders and faculty to maintain an accurate onboarding timeline for incoming students as well as up to date course recommendations and resources.

**Serve as an academic advising resource for a caseload of students across majors and class years by:**

- Advising students throughout the academic year to assist them with short- and long-term academic planning, course selection and scheduling, navigating campus systems, and accessing and utilizing appropriate resources to support their academic success.
- Offering drop-in availability during all add/drop and course registration periods to support students in planning and finalizing an appropriate plan of study each term.
- Providing weekly academic coaching for academically at-risk students, helping them identify personal and academic challenges, as well as concrete strategies and resources to assist them in their academic success.
- Hosting informational sessions and/or presentations for specific groups of students regarding course selection and registration advice.
- Liaising with the campus CARE team to support students of concern.

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Performs all other duties and responsibilities as assigned or directed by the supervisor.

**Job Qualifications:**

- A master's degree preferred. Two years or more of experience in academic support and/or student development at the college level preferred.
- Proven ability to coordinate and prioritize details for multiple programs and to develop academic skills with individual college students.
- Demonstrated ability to communicate well orally and in writing and work well with diverse populations.
- Demonstrated experience in the development, presentation and evaluation of a full range of academic support services for students.
- Knowledge of research and theoretical perspectives of factors affecting student learning, achievement and retention.
- Knowledge of various learning styles and related teaching approaches.
- A proven ability to direct training activities and conduct counseling sessions.
- Applicants must have demonstrated experience working in and fostering a diverse and inclusive workplace and/or commitment to do so as an employee at WPI.

Please include a cover letter and a minimum of three references along with a resume for consideration.

Salary: \$60,000 - \$63,000. This is an on-site role. WPI's [benefits package](#) includes a robust retirement match, wellness perks, tuition assistance and more!

**FLSA STATUS**

United States of America (Exempt)

**WPI is an Equal Opportunity Employer that actively seeks to increase the diversity of its workplace. 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 with diverse 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-Academic-Advising\\_R0002638](https://wpi.wd5.myworkdayjobs.com/en-US/WPI_External_Career_Site/job/Worcester/Assistant-Director-of-Academic-Advising_R0002638)

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**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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