

Assistant Director, Robotics Resource Center
Worcester Polytechnic Institute

Direct Link: <https://www.AcademicKeys.com/r?job=239382>

Downloaded On: Aug. 14, 2024 4:29pm

Posted Jul. 12, 2024, set to expire Nov. 7, 2024

Job Title Assistant Director, Robotics Resource Center
Department Robotics
Institution Worcester Polytechnic Institute
Worcester, Massachusetts

Date Posted Jul. 12, 2024

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Associate/Assistant Director

Academic Field(s) Robotics

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Job Description

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JOB TITLE

Assistant Director, Robotics Resource Center

LOCATION

Worcester

DEPARTMENT NAME

Robotics

DIVISION NAME

Worcester Polytechnic Institute - WPI

JOB DESCRIPTION SUMMARY

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Reporting to the Director of the Robotics Resource Center, the Assistant Director will plan, manage, and assist the department with its objectives, including planning and managing on-campus robotics events, competitive robotics programs, robotics outreach, and the WPI and Mass Academy For Inspiration and Recognition of Science and Technology (FIRST) team. The assistant director will also specify, source, and maintain department owned audio/video equipment, and assist in the management and organization of department managed spaces.

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

Responsibilities:

Assist the management of the WPI / Mass Academy FIRST robotics team as a lead mentor by:

- Teaching WPI student mentors and Mass Academy students on topics and skills related to robotics and team operations
- Maintaining team owned tooling and lab space
- Coordinating the team by booking travel and planning itineraries for team attendance at events
- Accompanying the team to events including acting as a program supervisor and chaperone on overnight travel

Assist with, and direct when needed, the planning and management of WPI's flagship, multi-day robotics events with partner organizations by:

- Conducting volunteer recruitment, registration, and assignment
- Coordinating with WPI departments including Admissions, Events Office, Athletics, and Campus Police
- Researching, selecting, and managing outside vendors and event partners
- Communicating key information with teams
- Acting as volunteer coordinator, production manager, event manager or in another leadership role during events, depending on the department's needs

Manage the FIRST LEGO League program for Massachusetts by:

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- Organizing and facilitating team and event registration
- Supervising statewide head referees and judge advisors including providing training and recruitment
- Supporting teams by answering questions and providing available resource

Manage single-day robotics events by:

- Coordinating and scheduling WPI service providers in conjunction with Events Office staff
- Managing volunteer recruitment, assignment, and day-of work
- Managing team recruitment and registration
- Administer the events to ensure they meet quality standards and represent WPI is a positive way to prospective students, event partners, and sponsors

Requirements:

- Undergraduate technical degree desirable.
- Demonstrated excellence in working with high school and college students.
- Demonstrated leadership ability.
- Demonstrated ability to conduct and manage large events.
- Demonstrated ability to manage technical projects.

Salary: \$49,000 - \$57,000. 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.

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https://wpi.wd5.myworkdayjobs.com/en-US/WPI_External_Career_Site/job/Worcester/Assistant-Director--Robotics-Resource-Center_R0002874

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

Worcester Polytechnic Institute

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