Program Manager

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JOB TITLE
Program Manager

LOCATION
Worcester

DEPARTMENT NAME
Data Science

DIVISION NAME
Worcester Polytechnic Institute - WPI

JOB DESCRIPTION SUMMARY
The Program Manager provides day-to-day administrative, strategic, and operational support for the Data Science and Artificial Intelligence programs, with particular focus on student support. Reporting to the Program Head, this role supports students and faculty, manages program resources, and coordinates cross-campus initiatives. The Program Manager serves as a point of contact for students, partners with faculty and staff, and contributes to advancing program goals, visibility, and efficient program operations in close partnership with administrative program staff.

The successful candidate will thrive in a fast-paced academic environment and demonstrate the ability to adapt to changing priorities. They will be prepared to learn new tasks and software tools essential to the role, including enterprise systems such as Workday. This role requires a high level of independence, balanced with the ability to collaborate with colleagues within the program and across the university to address complex challenges as they arise.

JOB DESCRIPTION

Manage Student-Facing Programming and Events

- Serve as the administrative and advising contact for undergraduate and graduate students, providing support for enrollment, degree planning, room scheduling, space reservations, course scheduling and faculty coordination.
- Develop and coordinate student success, advising, peer mentoring, and wellness programming including community-building initiatives, professional development activities, and recruitment and retention strategies.
- Collaborate with student organizations such as the Data Science & Artificial Intelligence Graduate Student Council, the Data Science & Artificial Intelligence Undergraduate Student Council to support students.
- Plan and administer program events such as Datathons, REU, WiDS, orientations, open houses, wellness initiatives, and graduation activities, including logistics, communications and marketing.
- Manage student information systems (workday), admissions support (Slate), program resources and supplies, shared program spaces, and other daily operations for DS & AI academic programs.
- Maintain partnerships with diverse stakeholders and represent DS & AI programs during events, meetings, and industry or campus collaborations.

Provide Operational Support and Program Initiatives

- Support the Program Head with reports, presentations, strategic planning, and operational initiatives for program growth and innovation.
- Manage academic and research space, including lab assignments, facilities requests, and access control in coordination with Facilities and IT Services.
- Handle program communications, digital content, web updates, newsletters, promotional materials, and social media to support visibility, recruitment, and external engagement.
- Provide administrative oversight for sponsored programs and initiatives (e.g., NSF REU), including participant coordination, reporting, and documentation.
- Execute program operations and support faculty with procurement, course scheduling, and administrative assistance.
- Coordinate faculty recruitment processes including communication, interview logistics, travel, reimbursements, and committee coordination.

Requirements:

- In-person position
- Minimum of bachelor's degree, master's preferred
- 3-5 years of relevant experience

Compensation:

Salary range: $58,000 - $62,000 per year. Salary is based on related experience, expertise, and internal equity.

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/Program-Manager_R0003333

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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