Position: Database Administrator
Status: Full time
Location: St. Paul, MN, Hybrid

Mission and Vision: The mission of Wallin Education Partners is to ensure college and career success for high-potential students from low-income backgrounds, and through our efforts help build diverse, equitable, and vibrant communities. We do this through a comprehensive model of financial aid and holistic support, and collaboration with our business, education, community, and philanthropic partners. Our vision is to create a diverse, ever-expanding community of scholars and educated citizens with the skills, leadership, and dedication needed to build a stronger tomorrow.

Organization: Wallin Education Partners is a proven college completion program that includes financial aid and comprehensive support for students from low-income backgrounds. Wallin's model of financial aid and comprehensive individual advising accelerates economic mobility and fundamentally increases the odds of graduation and employment for underrepresented students. Since 1992, Wallin Education Partners has helped increase access to college and degree completion for lower-income students by partnering with high schools, donors, community organizations, and civic leaders to support more than 6,000 students on their college journeys.

Primary Responsibilities: Wallin Education Partners is searching for a motivated, enthusiastic and proficient Slate user to advance the organizations successful and innovative use of Slate as a critical function of the Enrollment, Scholar Success, and Development Functions. Reporting to the Director of Enrollment and Analytics, this role acts as lead administrator for Slate CRM which includes designing systems, developing documentation, and policy and procedures with close collaboration of the Director of Enrollment and Analytics.

Database Administration (100%)

- Supporting organizational wide database health.
  - Managing the expansion and tidiness of queries, events, deliver messages, etc. that grow as 40 different people create items in the database.
  - Helping create database components that streamline the user experience (roles, realms, permissions, branding, etc.)
  - Supporting knowledge of best practices in query/database efficiencies that our less experienced users may not be aware of.
  - Managing what data we purge at what point in time to be in compliance with our auditors and database best practices.
  - Supporting the HTML, CSS, and Javascript styling that permeate the database alongside whoever runs our website.
- A specific liaison to UpTurnships/Career which has a significantly more complex use case than anything else.
  - Managing/building/upkeeping any Scholar/UpTurn Focused Portals and applications.
  - Building/supporting the UpTurnship Workflows for Companies, Internships, and Applications which has a cycle that repeats within one year.

- o Construction and upkeep of UpTurnship/Career Dashboards that will be needed by mid-summer.
  - o Oversee the build out or data import of Rise Learning Data into Slate. Manage Slate Documentation by creating and maintaining end user libraries, training, and information sharing to improve the organizational knowledge and use of Slate.
- Building new (more complex) items to better facilitate our work.
  - o Scholar Portal 2.0 with tabs/sort features
  - o Building Finance Components into Slate
  - o Building Volunteer Management into Slate
  - o Expansion of any new Strategic components.
  - o Creation/management of an Alumni Portal
  - o Managing rule articulation to automate processes in the database to increase efficiencies.
  - o Building out any standardized data export/imports via SFTP (for example pulling out deliver messages from Slate and then reimporting back into the Contact/Action tables)
  - o Adding javascript to records to allow for sorting and searching more deliberately on a record.
- Collaborate with the Director of Enrollment and Analytics, as well as other research staff, for data management and internal and external reporting

Minimum Qualifications & Experience:

- Bachelor's degree required
- Two or more years with Technolutions Slate
- Strong project management skills
- Advanced knowledge of complex relational databases.
- Strong communication and interpersonal skills which make data accessible and useful to a wide range of audiences
- Ability to code (HTML, CSS, SQL, or Javascript)
- Fluency with Microsoft Office software, including exceptional skill with Excel

Preferred Qualifications:

- 3-5 years experience with Technolutions Slate including time as a Slate Captain
- Previous experience in admissions, student support, or development offices
- Familiarity with metrics, predictive measures, and evaluation methods related to college success

Beyond the basic qualifications, candidates must demonstrate a commitment to Wallin Education Partner's mission and values—and a commitment to diversity, equity, and inclusion through learning, training, and dialog on an ongoing basis.

Compensation: $60,000-$65,000

Wallin Education Partners offers employees a generous benefit package including group health insurance, dental insurance, long- and short-term disability insurance, and a 401K plan.

Sound like a good fit?

To apply, please submit a cover letter and resume to Caitlin Cardinal, Operations Manager: hr@wallinpartners.org. Priority applications accepted through April 5, 2024. Preferred start date of May 1, 2024. No phone calls please.

an individual's race (including hair texture and hairstyles), color, religious creed, sex, national origin, ancestry, citizenship status, pregnancy, childbirth, (or related medical conditions, including, but not limited to lactation), physical disability, mental and/or intellectual disability, age, military status or status as a Vietnam-era or special disabled veteran, marital status, registered domestic partner or civil union status, gender (including sex stereotyping and gender identity or expression), medical condition (including, but not limited to, cancer related or HIV/AIDS related), genetic information, or sexual orientation, or any other characteristic protected by law.