

Job Description for Scholar Advisor –February 2018

Salaried fulltime position 40 hours/week -- 12 month

Regular hours: Monday-Friday, 8:30am-5pm with approved flexibility (evenings and weekends required on occasion)

Location: Scholar Advisor will work primarily on assigned campuses throughout the five state region as well as in the central office in Edina, MN.

Organization

Wallin Education Partners has an unwavering commitment to scholar success. Our mission is to enable college and career success for high-potential students with financial need through scholarships, comprehensive advising support, and data-informed collaboration with our educational, business, and philanthropic partners. The outcomes of our program are an exceptionally high graduation rate (90+%), less debt for graduates, diverse talent for our community, and maximum impact for our donors.

Position Description

Scholar Advisors support college students as they work to achieve a college degree. Advisors work with students to navigate college and tackle academic, economic, and social barriers that can derail a student's success. Each Scholar Advisor has a case load of Scholars (appx. 120-150 college students) and meets individually with students and in small groups to deliver advising and academic support. Scholar Advisors collaborate with college partners and the Scholar Programs team to plan and deliver programming for all scholars. Wallin Education Partners uses a proactive advising approach that draws on effective practices in college advising, student development theory, and excellence in teaching and learning.

Primary Responsibilities

Student Engagement—individual, in person, on campus or virtual via Skype or phone (60%)

- Build strong working relationships with students in order to manage a case load of 120-150 Scholars, meeting with them individually throughout the year and documenting interactions in database.
 - Types of support include: time management, career/major discernment, academic accountability, integration into college life, goal setting and evaluation, accessing academic resources and support, stress management, study skills, navigating financial aid resources, career preparation, etc.
- Develop Scholar Success Plans (SSPs) for Scholars who are not meeting minimum standards and provide ongoing support, accountability, and evaluation of plans using a focused intervention approach.
- Facilitate small group and campus-wide gatherings to engage students and build the Wallin Education Partners community.
- Respond to Scholar requests for information & resources including follow up issues from 1-on-1 meetings, research, etc.

Program Development & Collaboration Tasks—in central office (20%)

- Collaborate, develop, and partner with Scholar Programs team to implement program-wide activities to support scholars including but not limited to New Scholar Orientations, New Scholar Receptions, Campus Networking Events, Webinars, Career preparation events, service opportunities, Peer Mentor Program, Donor Partner events, and others.

- Work closely with the Scholar Programs team to create and maintain relationships with college and university liaisons.
- Support research and evaluation efforts to improve effectiveness of the program.

Administrative Tasks (20%)

- Document Scholar progress in database
- Evaluate Scholar progress four or more times each academic year
- Respond to inquiries regarding Scholar progress from Wallin Education Partners staff & donor partners
- Develop reports regarding Scholar progress & experience as needed twice a year

Qualifications

- Bachelor's Degree and minimum of 3-5 years of professional experience working with college students
- Ability to build rapport and develop strong working relationships with diverse college student populations including students of color and first-generation students
- Commitment to pursuing educational equity
- Experience advising students and working with them 1-on-1 to ensure college completion
- Ability to understand and navigate multiple higher education systems, understand financial aid, and college student development
- Experience building partnerships with campus and community partners to assist students in accessing needed resources
- Enthusiasm for and proven ability to engage a diverse group of students
- High energy, self-motivated, collaborative team player
- Ability to be flexible and thrive in an innovative work environment
- Demonstrated ability to work independently and function in a remote work environment
- Excellent written and verbal communication skills
- Attention to detail and strong time management skills

Preferred Qualifications

- Master's Degree in higher education, student affairs or related field plus a minimum of 3-5 years professional experience working directly with college students.

To apply:

Please submit a cover letter, resume, and names and contact information for three references to Melissa Burwell, Director of Scholar Programs, info@wallinpartners.org. Applications will be reviewed on a rolling basis with an anticipated start date of early June 2018. No phone calls please.