



Opportunity Pathways Scholar Advisor Job Description

Status: Full-time

Experience: 3-5 years professional experience working directly with community and technical college students

Location: Edina, MN

The Scholar Advisor will work primarily on assigned campuses throughout the five-state region as well as in the central office in Edina, MN. The Scholar Advisor must have access to reliable transportation and be able to drive between campuses and various community-based locations to meet with students.

Wallin Education Partners Mission and Vision

The mission of Wallin Education Partners is to enable college and career success for high-potential Minnesota students with financial need through scholarships, comprehensive advising support, and data-informed collaboration with our educational, business, and philanthropic partners.

The vision of Wallin Education Partners 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 has a dedicated team with unwavering commitment to student success. Our diverse team brings a breadth of experience in education, development, non-profit organizations, for profit businesses and we come together in a fun work environment focused on helping low-income, high-potential students complete college. We are a high-energy group and someone who shares our drive to enable college and career success would fit in well. 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.

Opportunity Pathways Pilot Program

To meet the urgent talent needs of our business community, Wallin Education Partners is piloting a unique partnership that includes high schools, nonprofits and three community colleges beginning in 2019. Focused on effective collaboration, Opportunity Pathways brings together a continuum of support for high potential, lower income students with a desire to obtain a community college degree. In addition to financial support, coaching and mentoring, Opportunity Pathways leverages

the individual strengths and successes of each pathway partner to increase the success of students and ultimately our community.

The Opportunity Pathways model is to 1) identify two-year career paths that align with student interest and aptitude, 2) offer high quality instruction and individualized support for students in high-demand career paths, 3) provide financial aid and comprehensive advising to ensure degree completion and career readiness, and 4) connect students to potential employers upon degree completion.

The Pathways Partners are:

- High School/Community-Based: AchieveMpls, Burnsville High School, Genesys Works, St. Paul Public Schools
- Community Colleges: Minneapolis College, Normandale Community College, St. Paul College

The Position

The Opportunity Pathways Scholar Advisor supports community college students as they work to achieve a college degree in one of four high-demand career sectors. The Opportunity Pathways Scholar Advisor will influence and contribute to the development and evaluation of the pilot program. 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 students and meets individually and in small groups to deliver advising, career and academic support. Scholar Advisors create and implement programming and support that helps students achieve specific learning outcomes. Scholar Advisors collaborate with college partners and the Scholar Programs team to plan and deliver programming for all students. Wallin Education Partners uses a proactive approach that draws on effective practices in college advising, student development theory, and excellence in teaching and learning.

Primary Roles & 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, meeting with them individually throughout the year and documenting interactions in database.
 - Support students in navigating through issues with: time management, study skills, career/major discernment, academic accountability, financial aid, integration into college life, goal setting, career planning, accessing campus academic resources and support, stress management, etc.
 - Work with each student to develop an individualized career plan and prepare for internship opportunities provided through the partnership
- Develop Scholar Success Plans (SSPs) for students who are not meeting minimum standards and provide ongoing support, accountability, and evaluation of plans using a focused intervention approach.
- Assist students in preparing for and completing internship and job shadow experiences throughout college.
- Implement curriculum to meet student learning outcome goals.
- Facilitate small group and campus-wide gatherings to prepare students for internships and employment.
- Respond to student requests for information & resources including follow up issues from 1-on-1 meetings, research, etc.

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

- In partnership with the Director of Scholar Programs, design an internship program.
- Collaborate with Scholar Programs team to implement program-wide activities to support scholars including but not limited to New Scholar Orientations, New Scholar Receptions, 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 student progress in database including progress towards learning outcomes.
- Evaluate student progress four or more times each academic year and write reports upon request.
- Respond to inquiries regarding student progress from Wallin Education Partners staff & donor partners.

Position Requirements

- Bachelor's Degree and minimum of 3-5 years of professional experience working directly with community college students in an advising/programmatic role.
- Expertise in working with and understanding the unique strengths and challenges of the community college system and the experiences of traditional-aged students attending a community or technical college
- Experience with program development, especially related to career development activities for college students
- Ability to build rapport and develop strong working relationships with diverse college student populations including students of color and first-generation students
- Experience developing and implementing career-readiness programming (especially in the following sectors: health care, manufacturing/engineering tech, IT, and business)
- Commitment to pursuing educational equity in a higher education setting
- Experience advising college 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
- 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
- An acceptable driving record and ability to drive to various campuses and communities to meet with students.

Preferred Qualifications

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

Compensation for this position is dependent on experience and includes a health insurance package.

Sound like a good fit?

To apply, please submit a cover letter, resume, and names and contact information for three references to Melissa Burwell, Director of Scholar Programs, hr@wallinpartners.org. Applications will be reviewed on a rolling basis with an anticipated start date in late spring 2019. No phone calls please.