



Scholar Advisor (4 year) Job Description

Status: Full-time

Experience: 3-5 years professional experience working directly with 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 an extremely dedicated team with an 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.

The Position

Scholar Advisors support college students as they work to achieve a college degree and transition to work or graduate school. 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 with students to deliver personal, academic and financial support. Scholar Advisors create and implement programming to help students achieve specific learning outcomes. Scholar Advisors collaborate with the Scholar

Programs team and college partners to plan and deliver programming for all students. Wallin Education Partners uses a holistic, 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 of Scholars, meeting with them individually throughout the year and documenting interactions in database.
 - Support students in navigating through issues with: time management, career/major discernment, academic accountability, financial aid, integration into college life, goal setting, career planning, accessing campus academic resources and support, stress management, study skills, graduate school preparation, etc.
- 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.
- Implement curriculum to meet student learning outcome goals.
- 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 students 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 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 college students in an advising/programmatic role
- 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 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 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 directly with college students in a professional setting.

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.