



Scholar Programs Associate Job Description

- Status:** Full-time
- Experience:** Bachelor's degree in related field and 2-3 years' experience and passion for the mission of Wallin EP
- Location:** Edina, MN
The Scholar Programs Associate will work in the central office in Edina, MN.

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

The Scholar Programs Associate provides critical project management support to the Scholar Programs team. This role ensures student information is accurate so that the scholar programs team, the finance team, and the advancement team can communicate to stakeholders. We are looking for someone who can work in a fast-pace environment while managing multiple projects at once. The ideal candidate will be someone who can organize and analyze program data while keeping students front and center in their work. This role will interact with all areas of the organization and be willing to pivot to provide support when needed. By developing procedures to increase efficiency, we aim to streamline our reporting and tracking functions through this role.

Primary Roles & Responsibilities

Scholar Programs Administration

- Provide logistical and project support for Scholar Programs team to ensure student data is accurate and complete
- Communicate with college partners to request transcripts
- Communicate with students and advisors to ensure completion of reports and surveys
- Organize student data to support scholar progress reports; write and edit reports including individual donor analysis
- Manage on-boarding documentation and communication with students
- Review and oversee changes in caseloads and student statuses

Evaluation & Reporting

- Prepare reports to Board of Trustees on student metrics (ex. graduation rates, persistence, etc.)
- Distribute and analyze annual new alumni survey.
- Assist with developing and implementing program assessment and improvement plans, including a comprehensive evaluation plan for Scholar Programs.
- Evaluate student learning outcomes across the program.
- Support research on the impact of the program on short- and long-term outcomes for students and contribute to reports upon request.

Information/Database Management

- Oversee annual enrollment and graduation verification process using National Student Clearinghouse and college partner data
- Maintain integrity of scholar database information, perform audits as needed
- Oversee event management system for scholar events and orientation
- Audit end of term surveys through reviewing financial aid documentation and transcripts
- Oversee documentation and analysis of Scholar Success Plan process and outcomes

Position Qualifications

- Bachelor's degree in related field and 2-3 years' experience and passion for the mission of Wallin EP
- Project management & ability to manage multiple complex projects at once for different constituents
- Strong communication, research, and writing skills
- Flexibility, able to shift to meet changing priorities, and comfortable with fast-paced environment
- Experience and proficiency with social media platforms (Facebook, LinkedIn, Twitter, Instagram, etc.)
- Experience with program/project evaluation and data analysis including basic statistics
- Experience and proficiency with CRM/database management
- Proficiency with Microsoft Office applications (Word, Excel, Sharepoint, etc.)
- This position requires working from the central office of Wallin EP in Edina, MN

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 Caitlin Cardinal, Senior Project Manager 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.