



## Manager of Scholar Programs

Wallin Education Partners employs a dedicated, multidisciplinary team with unwavering commitment to student success. Students in our program graduate at an exceptionally high rate (90%+) with less debt than their peers, ready for success in their lives after college.

**Status:** Full time

**Location:** St. Paul, MN, occasional travel to partner campuses and surrounding communities

### Position Description

Reporting to the Director of Scholar Programs, this position has primary responsibility for managing the implementation of Wallin Scholar programming, which includes but is not limited to; new scholar orientations, summer bridge, advisor-led workshops, and donor partner events. Additionally, working closely with the Director of Scholar Programs, Scholar Program Managers, the Career Development Manager, the Scholar Selection and Institutional Research, and Advancement teams, the manager will support the implementation of new programming initiatives. This position is also responsible for comprehensive administrative support to the Scholar Programs department and managing communication between this department and other Wallin departments. This position serves on the leadership team of the Scholar Programs department, along with four other managers. This position provides direct supervision and management of two Scholar Programs Interns. The Manager is also responsible for helping maintain positive relationships with high school and college partners.

### Primary Responsibilities

#### ***Program and Project Management (80%)***

- Manage the implementation, and communication of program structure and curriculum to support successful outcomes for scholars, preparing them for future post-graduate and career success.
- Manage program-wide communication strategies and campaigns to support student learning and engagement with the program, their home institutions, and donor partners.
- Manage the implementation of new programming to promote student engagement and academic and co-curricular success.
- Provide direct supervision to Scholar Program interns.
- Implement research and evaluation activities to enhance advising and improve outcomes
- Participate with Wallin Education Partners team to recruit, select, and onboard scholars.
- Collaborate with the Director of Scholar Programs and Senior Director of Strategic Initiatives to explore, evaluate, pilot, and scale new initiatives and pathways for scholars.
- Serve as a thought partner on the Scholar Programs leadership team.

#### ***External and College Partner Relations (20%)***

- Effectively manage key student-facing relationships with college partners, including academic advising and financial aid units, to maximize student support.
- Periodically represent the Scholar Programs department to external stakeholders, including with campus partners and donors.
- Convene small-group and campus-wide gatherings to help Wallin scholars build community.

## Minimum Qualifications & Experience

- Related education and experience to a bachelor's degree and seven years of professional experience designing and implementing student-centered co-curricular programming to ensure comprehensive academic and personal development goals are set and achieved.
- Familiarity with the educational requirements of university students, student development needs, and potential obstacles students may face.
- Commitment to educational equity and experience working with diverse college student populations including students of color and first-generation students.
- Expertise in utilizing technology to maintain student records and create professional communications and reports.
- Thrives in an environment that requires self-direction and maintaining transparency and trust.
- Access to reliable transportation with the ability to transport oneself between campuses and various community-based locations throughout the five-state region and the central office in St. Paul, MN.

## Preferred Qualifications

- Related education and experience to a master's degree in higher education, student affairs, social work, or a similar field.
- Demonstrates a holistic, proactive approach to programming that draws on student development theory, and excellence in teaching and learning.
- Supervisory experience in a higher education and/or nonprofit environment.
- Experience managing relationships with university and community-based stakeholders.

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.

**Additional Info:** For further information on Wallin EP, please visit [www.wallinpartners.org](http://www.wallinpartners.org). Wallin employees are currently working in a hybrid work environment. Wallin policy requires staff to be fully vaccinated, subject to reasonable accommodation.

**Compensation:** \$59,000-\$64,000

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

**How to Apply:** To apply, please submit a cover letter, resume, and names and contact information for three references to Caitlin Cardinal, Manager of Organizational Effectiveness: [hr@wallinpartners.org](mailto:hr@wallinpartners.org). No phone calls please.

***Applications will be reviewed on a rolling basis with a priority deadline of Friday, November 18, 2022.***

***The priority start date for this position is Monday, January 9, 2023.***

*Wallin Education Partners is an Equal Opportunity Employer and is committed to providing a work environment that is free from harassment and discrimination. Wallin Education Partners provides equal opportunity to all applicants for employment in accordance with all applicable federal, state, and local laws and will not refuse to hire any qualified individual, or otherwise discriminate against any individual by reason of 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.*