



**Position:** Scholar Advisor, 4-Year Program

**Status:** Full time

**Location:** St. Paul, MN and remotely in the field on assigned campuses throughout the five-state region

**Organization:** Wallin Education Partners employs a dedicated, multidisciplinary team with unwavering commitment to student success. Our team brings a breadth of experience in education, development, non-profit organizations, and for-profit business, working together to support students as they move through their undergraduate journey and prepare for the next phase. 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.

**Job Purpose:** Advisors work with a caseload of students, meeting individually and in small groups to provide comprehensive academic, financial and personal support and navigate barriers that may affect persistence. Advisors collaborate with the broader Wallin Education Partners team to plan and deliver programming to help students achieve specific learning outcomes.

Due to the COVID-19 pandemic, Wallin employees are currently working from their home offices. A return to the office and the field is anticipated as soon as is safe. Wallin employees are required to be vaccinated against COVID-19.

**Primary Responsibilities:**

**Student Engagement (80%)**

- Manage a caseload of students by meeting in person on campus or virtual interactions via Skype or phone
- Support students in navigating the comprehensive range of academic, financial, career and personal issues
- Assist students to best leverage scholarship funds based on a thorough understanding of individual financial aid packages
- Provide ongoing evaluation of scholar progress throughout the academic year using a focused intervention approach
- Maintain case notes on student encounters with a focus on progress against learning outcomes
- Facilitate small-group and campus-wide gatherings to help Wallin scholars build community
- Collaborate with and support peer advisors as appropriate

**Program Development & Collaboration (20%)**

- Work closely with the Scholar Programs team to create and maintain relationships with college and university liaisons
- Collaborate with Scholar Programs team to develop, implement, and evaluate program-wide activities to support students

- Provide input into the learning outcomes and design of curriculum to help Wallin Education Partners Scholars succeed
- Support research and evaluation efforts to improve the effectiveness of the advising services and program offerings
- Participate in special projects to improve processes, engage stakeholders and resources, prepare for and/or present updates, etc.
- Participate with Wallin Education Partners team to recruit, select, and onboard scholars

#### Minimum Qualifications & Experience:

- Related education and experience equivalent to a bachelor's degree plus three (3) years of professional experience working directly with students to provide counseling, advice and programming focused on ensuring comprehensive academic goals are set and achieved
- Familiarity with post-secondary educational requirements, college student development needs and potential obstacles students may face
- Hands-on experience building partnerships with students and their associated stakeholders to facilitate access to resources
- History of commitment to educational equity and experience working with diverse college student populations including students of color and first-generation students
- Savvy with office technology required to maintain student records and create professional communications, presentations and reports
- 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 equivalent to a master's degree in higher education, student affairs, social work or a similar field plus college-level advising experience
- Skilled at facilitating awareness of social justice issues and student identity development
- Holistic, proactive approach that draws on effective practices in college advising, student development theory, and excellence in teaching and learning
- Thorough and nuanced understanding of curricular options, requirements, and engagement opportunities
- Thrives in an environment that requires self-direction and working remotely while maintaining transparency and trust

#### Compensation:

\$55,000 yearly

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

#### Sound like a good fit?

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). Please use the job title in the subject line of your email. Applications will be reviewed on a rolling basis with an immediate start date. No phone calls please.