



Position: Scholar Advisor

Status: Full time

Location: St. Paul, MN, Hybrid

Mission and Vision: The mission of Wallin Education Partners is to ensure college and career success for high-potential students from low-income backgrounds, and through our efforts help build diverse, equitable, and vibrant communities. We do this through a comprehensive model of financial aid and holistic support, and collaboration with our business, education, community, and philanthropic partners. Our vision 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: Since 1992, Wallin Education Partners has helped increase access to college and degree completion for students by partnering with high schools, donors, community organizations, and civic leaders to support more than 6,000 students on their college journeys.

Primary Responsibilities: The Scholar Advisor is dedicated to fostering student success by managing a caseload of scholars and providing holistic and individualized academic, financial, career, and personal support. The Advisor employs student development theory and advising best practices to address the diverse needs and identities of scholars. Key responsibilities include guiding students through collegiate processes, financial aid navigation, as well as facilitating community-building events. Additionally, the Advisor collaborates in curriculum development and implements initiatives that enhance the WEP scholar experience.

Student Engagement & Caseload Management (70%)

- Advise a caseload of scholars focused on providing support while navigating the comprehensive range of academic, financial, career, and personal issues by meeting virtually and in-person to meet Scholar Programs advising and career outcomes
- Apply student development theory and advising best practices into communication and intervention approaches that best serve the various identities, needs, and abilities of our scholars
- Assist students to leverage scholarship funds based on a thorough understanding of individual financial aid packages
- Utilize our CRM system to maintain case notes and input data to provide ongoing evaluation of scholar progress towards Scholar Program outcomes
- Annually facilitate small-group and campus-wide gatherings to help scholars build community

Program Development & Collaboration (30%)

- Develop, implement, and evaluate program-wide initiatives
- Provide input into the learning outcomes and design of curriculum to help scholars succeed
- Support research and evaluation efforts to improve the effectiveness of advising services and program offerings
- Gather resources for college and career success while building connections with college partners
- Participate in the recruitment, selection and onboarding of scholars through high school and college fair visits, application review, and attendance at Scholar Night and Summer Bridge
- Collaborate across WEP departments on internal processes, committees, and events

Minimum Qualifications & Experience:

- Bachelor's degree or equivalent experience in higher education, student affairs, social work, counseling required
- Five or more years of experience working directly with students to provide counseling, advice, and comprehensive support
- Expertise in working with college students to navigate post-secondary educational requirements
- Expertise in working with diverse college student populations including students of color and first-generation students

Preferred Qualifications:

- Master's degree in higher education, student affairs, social work, counseling or related field

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.

Compensation: \$54,000-\$60,000

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 and resume to Caitlin Cardinal, Operations Manager: hr@wallinpartners.org. No phone calls please. Priority deadline is November 12, 2024.

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 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.

