



## Scholar Programs Intern, Academic Year 2023-2024

### Job Description

#### Organization

Wallin Education Partners is a college completion program that ensures post-secondary success for underrepresented Minnesota students. Wallin Education Partners has a rich history and a proven model, which results in some of the highest college graduation rates in the country. The impact of our program is an exceptionally high graduation rate (90%+) with less debt than their peers, ready for success in their lives after college.

#### Scholar Programs Intern (2 Open Positions)

Scholar Program Interns serve as positive spokespeople for Wallin Education Partners, extending our Scholar support to specific campuses and supporting our Scholar Programs team. At partner colleges and universities, Scholar Program Interns are valued peer leaders who support Wallin Scholars at our partner institutions through events and programming, supporting Wallin Advisors during campus visits, peer mentorship, and more.

#### Who should apply, and what skills are needed?

We are looking for organized and motivated individuals to support our Scholar Programs department's efforts to create and manage events and other Wallin Scholar outreach at partner colleges and universities and online. This position is open for current 2-Year or 4-Year Wallin Scholars with ability to work hybrid at our St. Paul office.

The skills needed are:

- Event Planning: assisting with campus and online events and programming, including but not limited to Wallin Scholar study sessions, small group workshops and larger events.
- Event Promotion: creating campus specific marketing materials for related events, promoting Wallin EP programming through email and text campaigns.
- Campus Visit support: support Wallin Advisors during campus visits, including but not limited to setting up for group lunches, promoting visits through email and text campaigns and direct outreach with other Wallin Scholars on campus.
- Peer Mentorship: building supportive relationships with other Wallin Scholars at partner colleges and universities through events and programming and other outreach.
- General Administrative Support: available to assist with tasks and initiatives with the Scholar Programs team at Wallin EP both in-person and through hybrid work.

Scholar Programs Interns will receive training in event management, outreach, marketing for events, peer mentoring skills, personal and professional development strategies and other administrative skills. Interns will also gain important transferable skills including customer service, teamwork, creativity, technology, written and oral communication, critical thinking, problem solving, and planning and organizational skills.

## Timeline

10 hours per week (average) - \$15 per hour

2023-2024 Academic Year: September 2023 – May 2023

Start and end dates are flexible. Hours are weekly and will be determined in the interview process.

Due to COVID-19, Wallin employees are currently working in a hybrid model. Wallin policy requires staff to be fully vaccinated in order to visit the main office, subject to reasonable accommodation.

## To Apply

Email a resume and cover letter to Sabs Gilchrist, Manager of Scholar Programs at [sabs.gilchrist@wallinpartners.org](mailto:sabs.gilchrist@wallinpartners.org) by Wednesday, August 30, 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.*