



## **Senior Manager of Opportunity Pathways and Aspire Scholarships [2-Year College Program]**

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, on assigned campuses throughout the five-state region, and remotely

### **Position Description**

Reporting to the Director of Scholar Programs, this position has primary responsibility for providing comprehensive support for all scholars pursuing a two-year degree through the Aspire and Opportunity Pathways Scholarships. This position also provides direct supervision and management for the two-year programs team. Working closely with the Director of Scholar Programs, the Scholar Selection and Institutional Research, and Advancement teams, the manager will lead efforts to develop responsive curriculum and programming to support student success. The Senior Manager is responsible for the successful implementation of the two-year programs including maintaining positive relationships with high school and college partners.

### **Primary Responsibilities**

#### ***Student Engagement (70%)***

- Manage a caseload of two-year college students; meeting in person, on campus, and/or remotely via Zoom
- Support students' academic, financial, career/professional, and social, emotional, and personal growth and development
- Support students' understanding of the financial aid awarding process to maximize funding
- Provide ongoing evaluation of scholar progress throughout the academic year using a focused intervention approach
- Maintain case notes and complete midterm and summary reports through scholar database (Slate) with a focus on progress towards learning outcomes and degree completion
- Facilitate small-group and campus-wide gatherings to help Wallin scholars build community

#### ***Program Management (30%)***

- Provide direct supervision to the two-year program scholar advisors
- Effectively manage key student-facing relationships with college partners, including academic advising and financial aid units, to maximize student support.
- Manage the implementation of two-year program activities; including but not limited to new scholar orientations, summer bridge, advisor-led workshops, and donor partner events
- Implement research and evaluation activities to enhance advising and improve outcomes
- Represent the two-year program to external stakeholders, serving as the spokesperson for Wallin Education Partners' two-year scholarships in the community
- 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 that include two-year colleges.

### **Minimum Qualifications & Experience**

- Related education and experience to a bachelor's degree and seven years of professional experience working directly with students to provide counseling, advice and programming focused on ensuring comprehensive academic goals are set and achieved

- Three years of experience working directly with college students
- Familiarity with the educational requirements of two-year colleges, 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
- Supervisory experience in a higher education and/or nonprofit environment
- 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 & Experience**

- Related education and experience to a master's degree in higher education, student affairs, social work or a similar field, and advising experience within a two-year college setting
- Expertise in the design and implementation of social justice and student identity development-focused programming
- Expertise supporting students' financial aid processes, career discernment, and mental health and social and emotional wellbeing strongly preferred
- Demonstrates a holistic, proactive approach to advising that draws on student development theory, and excellence in teaching and learning
- Thorough and nuanced understanding of curricular options, requirements, and engagement opportunities for two-year college students
- Experience managing relationships with university and community-based stakeholders

Beyond the basic qualifications, candidates must demonstrate a commitment to Wallin Education Partners' mission and values—and a commitment to diversity, equity, and inclusion through learning, training, and dialog on an ongoing basis.

**Compensation:** \$72,000-\$75,000 annually

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. Due to COVID-19, Wallin employees are currently working from home, with a return to the office and the field scheduled for June 2022. Wallin policy requires staff to be fully vaccinated, subject to reasonable accommodation.

**Additional Info:** For further information on Wallin EP, please visit [www.wallinpartners.org](http://www.wallinpartners.org).

### **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). Accepting application materials on a rolling basis with priority deadline Friday, June 3. Preferred start date in late July. No phone calls please.

*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.*