

## **Scholar Programs Intern, Summer 2023**

**Job Description**

**Organization**

Wallin Education Partners (Wallin EP) is a college completion program that ensures post-secondary success for underrepresented Minnesota students. Wallin EP 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.

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

We are looking for an organized and motivated individual to support our Scholar Programs efforts in events and programming for Wallin Scholars. This will include hosting multiple Summer Bridge experiences for new Scholars in both the 2-year and 4-year programs and preparing for academic year programming and events. The Skills needed are:

* Event Planning – assisting with set up and tear down of physical spaces and presentation technology, coordinating materials and catering orders, tracking attendance, and filling in to support when needed on various other tasks
* General Administrative Support – available to assist with tasks and initiatives around the office as needed
* Availability to be present at all Summer Bridging Events, which will be hosted at the Wallin Education partners office from 8:30-4:30 p.m. -
	+ Tuesday, June 20th
	+ Saturday, June 24th
	+ Thursday, July 6th
	+ Monday, July 10th

We are looking for a committed and responsible individual who can work effectively in a fast-paced environment. This person will be working in a hybrid model; remotely, and in-person at the Wallin office in St. Paul, and in the community.

**Timeline**

24 hours per week (average) - $15 per hour

Summer 2023 – Tuesday, May 30th – Friday, August 18th

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 by Wednesday, May 10, 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.*