



**Position:** Database Administrator

**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:** Wallin Education Partners is a proven college completion program that includes financial aid and comprehensive support for students from low-income backgrounds. Wallin's model of financial aid and comprehensive individual advising accelerates economic mobility and fundamentally increases the odds of graduation and employment for underrepresented students. Since 1992, Wallin Education Partners has helped increase access to college and degree completion for lower-income 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:** Wallin Education Partners is searching for a motivated, enthusiastic and proficient Slate user to advance the organizations successful and innovative use of Slate as a critical function of the Enrollment, Scholar Success, and Development Functions. Reporting to the Director of Enrollment and Analytics, this role acts as lead administrator for Slate CRM which includes designing systems, developing documentation, and policy and procedures with close collaboration of the Director of Enrollment and Analytics.

#### Database Administration (100%)

- Manage organizational wide database health.
  - Managing the expansion and organization of Queries, Events, Deliver, Forms, etc.
  - Create database components that streamline the user experience (roles, realms, permissions, branding, etc.)
  - Share best practices in query/database efficiencies that our less experienced users may not be aware of.
  - Managing retention policies to keep data retention in compliance with audit and database best practices.
  - Supporting the HTML, CSS, and Javascript styling that permeate the database alongside whoever runs our website.
- Act as liaison to Career/UpTurnship functions of Wallin Education Partners.
  - Define career practices data structure and collection methods.
  - Build/Manage Career focused Applications, Portals and Workflows.

- Construction and maintenance of Career/UpTurnship Dashboards.
- Oversee the build out or data import of Reach Learning Modules into Slate.
- Create Career/UpTurnship Documentation by creating and maintaining end user libraries, training, and information sharing to improve the organizational knowledge and use of Slate.
- Building new (more complex) items to better facilitate our work.
  - Managing rule articulation to automate processes in the database to increase efficiencies.
  - Support imports and exports of Finance data into and out of Slate.
  - Expand and Support Volunteer Management into Slate.
  - Participate on collaborative teams developing database components to support new Strategic Initiatives.
  - Building out any standardized data export/imports via SFTP (for example pulling out deliver messages from Slate and then reimporting back into the Contact/Action tables).
- Collaborate with the Director of Enrollment and Analytics, as well as other research staff, for data management and internal and external reporting.

#### Minimum Qualifications & Experience:

- Bachelor's degree required.
- Two or more years with Technolutions Slate.
- Strong project management skills.
- Advanced knowledge of complex relational databases.
- Strong communication and interpersonal skills which make data accessible and useful to a wide range of audiences.
- Fluency with Microsoft Office software, including exceptional skill with Excel

#### Preferred Qualifications:

- 3-5 years experience with Technolutions Slate including time as a Slate Captain.
- Previous experience in admissions, student support, or development offices.
- Ability to code (HTML, CSS, SQL, or Javascript).
- Familiarity with metrics, predictive measures, and evaluation methods related to college success.

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:** \$70,000-\$75,000

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](mailto:hr@wallinpartners.org). Priority applications accepted through April 5, 2024. Preferred start date of May 1, 2024. 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.*