

Scholar Advisor (UW-Madison)

Job Description



POSITION: Scholar Advisor (UW-Madison)

Reports To: Program Director

Job Type: Full-time Exempt

SUMMARY JOB DESCRIPTION

The All-In Milwaukee Scholar Advisor supports college students as they work to achieve a college degree and transition to work or graduate school. Advisors work with students to navigate college and tackle academic, economic, and social barriers that can derail a student's success. Each Scholar Advisor has a case load of students and meets individually and in small groups with students to deliver personal, academic, and financial support. Scholar Advisors create and implement programming to help students achieve specific learning outcomes. Scholar Advisors collaborate with the All-In Milwaukee leadership team and university partners to plan and deliver programming for all students. All-in Milwaukee uses a holistic, proactive approach that draws on effective best practices in college advising, student development theory, and excellence in teaching and learning.

ESSENTIAL DUTIES & RESPONSIBILITIES

This list is not all-inclusive and may be expanded to include other duties and responsibilities, as deemed appropriate.

Student Engagement – individual, primarily in-person and on campus (60%)

- Build strong working relationships with students to manage a case load of Scholars, meeting with them individually and in small groups throughout the year and documenting interactions in database.
- Support students in navigating through issues with: time management, career/major discernment, academic accountability, financial aid, transition and integration into college life, goal setting, career planning, accessing campus academic resources and support, stress management, study skills, graduate school preparation, etc.
- Develop individualized personal and professional development plans and maintain updates, academic action, and progress for each scholar.
- Monitor student progression towards educational/career goals through schedule checks, progress reports, and consistent communication with campus liaisons.
- Develop Scholar Success Plans (SSPs) for students who are not meeting minimum program requirements and provide ongoing support, accountability, and evaluation of plans using a focused intervention approach.
- Implement curriculum to meet student learning outcome goals.

Scholar Advisor (UW-Madison)

Job Description



- Facilitate small group and campus-wide workshops to engage students and build community amongst All-In Milwaukee scholars.
- Respond to Scholar requests for information & resources including follow up issues from 1-on-1 meetings, research, etc.

Program Development & Collaboration Tasks – in central office (20%)

- Develop, coordinate, and implement social, cultural, and educational programs for All-In Milwaukee Scholars that will enhance and develop their personal, professional, and leadership skills.
- Collaborate, develop, and partner with the All-In Milwaukee leadership team to implement program-wide activities to support students including, but not limited to, New Scholar Orientations, New Scholar Receptions, Campus Networking Events, Webinars, Career development sessions, service opportunities, Donor Partner events, and others.
- Work closely with the All-In Milwaukee leadership team to create and maintain relationships with college and university liaisons.
- Support research and evaluation efforts to improve effectiveness of the program.
- Other special projects as assigned by the All-In Milwaukee leadership team include, but are not limited to, cohort workshops and socials, reviewing scholar applications, etc.

Administrative Tasks (20%)

- Document student progress in database including progress towards learning outcomes.
- Evaluate student progress four or more times each academic year and write reports upon request.
- Respond to inquiries regarding student progress from All-In Milwaukee staff, career mentors, and donor partners.

KNOWLEDGE, SKILLS & ABILITIES

- Familiarity with issues/circumstances that impact the recruitment and retention of traditionally underrepresented students in higher education.
- Ability to build rapport and develop strong working relationships with diverse college student populations including students of color and first-generation students.
- Commitment to pursuing educational equity in a higher education setting.
- Experience in advising college students and expertise in student-centered and intrusive advising strategies to ensure college completion.
- Ability to understand and navigate multiple higher education systems, understand financial aid, and college student development.

Scholar Advisor (UW-Madison)

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- Experience building partnerships with campus and community partners to assist students in accessing resources.
- High energy, self-motivated, collaborative team player.
- Ability to be flexible and thrive in an innovative work environment.
- Demonstrated ability to work independently and function in a remote work environment.
- Excellent written and verbal communication skills.
- Attention to detail and strong time management skills.
- Strong proficiency in basic Microsoft Office suite programs including word processing (Word), spreadsheets (Excel), database, and email (Outlook) computer applications. Must be willing and able to learn in-house programs that organize information.
- Ability to work a flexible work schedule, including occasional overtime, nights, and weekends as required.
- Ability to regularly travel throughout and occasionally outside the Madison area for various meetings.
- Commitment to educational equity and a strong desire to be part of a movement to ensure every All-In Milwaukee student will achieve their educational and career goals.

EDUCATION & EXPERIENCE

- Bachelor's degree in higher education, student affairs, organizational development, social work, counseling, or related field required, Master's degree preferred.
- Three or more years of professional experience working directly with college students in an advising and programmatic role.
- Experience working in the Milwaukee and/or Madison area or other urban settings with familiarity of the educational, social, and economic issues affecting urban education.

PHYSICAL DEMANDS & WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions. Reasonable accommodation will be made to enable qualified individuals with disabilities to meet the demands.

While performing the duties of this job, the employee is regularly required to sit, stand, or walk; use hands to finger, handle, or feel, reach or grasp with hands and arms, including overhead and from floor to waist, and talk or hear. The employee is regularly required to operate a motor vehicle. The employee is occasionally required to bend, stoop or kneel; lift, carry and/or move up to 25 pounds.

Scholar Advisor (UW-Madison)

Job Description



Specific vision abilities required by this job include close vision and ability to read from a computer or electronic device, and the vision required to operate a motor vehicle.

The noise level in the work environment is usually quiet to moderate. The employee is exposed to outdoor weather conditions during work-related travel.

BENEFITS OF WORKING AT ALL-IN MILWAUKEE

All-In Milwaukee is a college completion program that provides financial aid, advising, program and career support to high potential, limited-income, diverse Milwaukee students to complete college, build meaningful careers and transform the Milwaukee community. All-In Milwaukee is a coordinated collaboration of students, families, pathway partners, universities, advisors, and donor partners. We have the future diverse workforce of Milwaukee and Wisconsin in our program, and you can be a part of fulfilling that vision!

All-In Milwaukee provides competitive paid holidays and time off, parental and school activities leave, medical/dental/vision health plans, and an excellent SEP retirement plan, among other benefits.

TO APPLY

Please submit a cover letter, resume, and names/contact information for three references to hr@allinmilwaukee.org. Applications will be reviewed on a rolling basis with an immediate start date. No phone calls please.

All-In Milwaukee is an Equal Opportunity Employer and is committed to providing a work environment free from harassment and discrimination. All-In Milwaukee 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, color, religious creed, sex, national origin, ancestry, citizenship status, pregnancy, childbirth, 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, medical condition, genetic information, or sexual orientation, or any other characteristic protected by law.