

# Scholar Advisor Job Description



## **POSITION: Scholar Advisor**

Reports To: UW-Madison Lead Advisor

Job Type: Full-time Exempt

Location: Madison, WI (with occasional travel to Milwaukee, WI)

## **SUMMARY JOB DESCRIPTION**

The All-In Milwaukee Scholar Advisor provides holistic support to scholars as they pursue their college degrees and transition into the workforce or graduate school. Advisors help scholars navigate academic, financial, social, and career-related challenges to ensure their success.

Guided by All-In Milwaukee's core values of Equity, Accountability, and Empowerment, each Scholar Advisor manages a caseload, offering individualized advising focused on personal, academic, career, and financial support. They also implement programming that fosters scholar development and achievement of key learning objectives.

In collaboration with the leadership team, operations support team, and university partners, Scholar Advisors plan and execute initiatives that enhance scholar success. Utilizing a proactive, student-centered approach grounded in best practices in college advising, student development theory, and high-impact learning strategies, Scholar Advisors play a vital role in empowering scholars to reach their full potential.

## **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**

- Build strong, trusting relationships with scholars by managing a caseload, meeting individually throughout their college journey, and documenting all interactions in the database. Provide guidance to help scholars earn their degrees and launch their careers.
- Support scholars in navigating key challenges, including time management, career and major discernment, academic accountability, financial aid, college transition and integration, goal setting, career planning, accessing campus resources, stress management, study skills, and workforce readiness or graduate school preparation.
- Develop and maintain individualized personal and professional development plans, tracking academic progress and necessary interventions for each scholar.
- Monitor scholar progression toward educational and career goals through schedule reviews, progress reports, and consistent communication with campus liaisons.
- Create and implement Scholar Success Plans (SSPs) for those not meeting program requirements, providing targeted interventions, ongoing support, and accountability.
- Facilitate scholar engagement by implementing a curriculum designed to achieve student learning objectives.
- Organize and lead programming to foster community, peer connections, and engagement among All-In Milwaukee scholars.
- Respond to scholar requests for information and resources, conducting follow-ups and research to ensure comprehensive support.

## Program Development & Collaboration

- Design, coordinate, and implement social, cultural, and educational programs that enhance scholars' personal, professional, and leadership skills.
- Partner with the leadership and operations support teams to execute key program-wide events, including New Scholar Orientations, bi-annual Scholar Institutes, campus networking events, webinars, career development sessions, service opportunities, partner events, and more.
- Build and maintain strong relationships with college and university liaisons to support scholar success.
- Contribute to research and evaluation initiatives to assess and improve program effectiveness.
- Assist with special projects as assigned, such as cohort workshops and socials, scholar application reviews, and fundraising activities.

## Administrative

- Maintain accurate and up-to-date scholar records in the database, tracking progress toward learning objectives and key milestones.
- Conduct and document scholar meetings at least four times per academic year, providing reports as needed.
- Respond to inquiries from All-In Milwaukee staff and other partners regarding scholar progress, ensuring timely and thorough communication.

## **KNOWLEDGE, SKILLS & ABILITIES**

- Passionate commitment to educational equity and scholar success.
- Strong ability to build meaningful relationships with diverse college populations, including students of color and first-generation scholars.
- Experience in student advising, utilizing student-centered and proactive strategies to support college completion.
- Proficiency in navigating higher education systems, financial aid processes, and student development inclusive of accountability.
- Skilled in building partnerships with campus and community organizations to connect scholars with resources.
- Strong communication, attention to detail, and time management skills.
- High-energy, self-motivated, and collaborative team player who thrives in an innovative environment.
- Ability to work independently and effectively in a remote setting.
- Proficiency in Microsoft Office Suite and willingness to learn in-house systems, including Salesforce.
- Flexibility to work occasional evenings and weekends for program events and travel as needed.
- Ability to regularly travel throughout and occasionally outside the geographic area for various meetings.

## **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.

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**

At All-In Milwaukee, you'll be part of a mission-driven, high-impact organization dedicated to advancing educational equity and scholar success. You'll be part of a collaborative, innovative, and supportive team where your work makes a lasting difference in the lives of scholars and the Milwaukee community.

We cultivate a connected and engaging workplace through team gatherings, celebrations, and outings to local events like Brewers, Bucks, and Admirals games. From team days and milestone recognitions to everyday camaraderie, we prioritize a positive and dynamic work environment where collaboration thrives.

### *Life Balance & Paid Time Off*

- Generous paid holidays, vacation, and other times
- Parental leave to support growing families
- School activities leave to participate in important family moments
- Flexible hybrid work policy allowing for some remote workdays

### *Health & Wellness*

- Comprehensive medical, dental, and vision insurance plans for you and your family
- Access to an indoor fitness center for employee well-being at the Milwaukee office

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## *Financial Security & Retirement*

- Competitive salary (starting base salary for this role is \$55,000) with opportunities for performance-based pay
- Excellent retirement plan with employer contributions and match
- School activities leave to participate in important family moments
- Employer-provided basic life insurance, short-term disability, and long-term disability
- Access to voluntary life insurance options
- Financial planning resources to help secure your future

## *Professional Growth & Development*

- Professional development funds for training, conferences, and career advancement
- Opportunities for leadership and skill-building within a mission-driven team

Join All-In Milwaukee and be part of a team that is transforming educational outcomes and creating pathways to success for scholars across the region.

## **TO APPLY**

Please submit a cover letter, resume, and names/contact information for three references to [hr@allinmilwaukee.org](mailto:hr@allinmilwaukee.org) by April 11, 2025. Applications will be reviewed on a rolling basis with a preferred May 5, 2025, 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.*