ASSISTANT DIRECTOR OF RESIDENTIAL LIFE & STUDENT WELLNESS

Location:
Dallas, Texas

Deadline to Apply:
Rolling

About Paul Quinn College
Paul Quinn College (PQC) has been widely recognized as one of the most innovative small colleges in America. Founded in 1872, by a group of African Methodist Episcopal Church preachers, PQC is a private, four-year, faith-based, liberal arts-inspired Historically Black College. Located in southern Dallas, we proudly educate students of all races and socio-economic classes under the banner of our institutional ethos, WE over Me. Guided by our mission to create servant leaders and agents of change for the global marketplace, we are committed to providing a quality education that addresses the academic, professional, and social development of students.

By focusing on academic rigor, experiential learning, and entrepreneurship PQC has become a model for urban higher education. As the ninth federally-funded Work College in the nation and the first Urban Work College in history (first-ever minority-serving institution (MSI), historically black college, and Texas-based institution), all PQC residential students are required to work 12-15 hours per week in addition to managing their academic course load. As a Work College, PQC provides students with the unique opportunity to spend their college career gaining real world work experience while paying less than $15,000 per year for tuition, fees, room and board. The vision of the Work College Program is to transform ability into action and potential into achievement by encouraging all students to embrace the ideals of disciplined work, servant leadership, and initiative in preparation for lives of financial freedom, community engagement, and outstanding character.

The Urban Work College model not only makes PQC a unique post-secondary institution, but it is also of material importance for our students given that every year 80 - 85 percent of them are eligible for Pell Grants. Additionally, because our students come from families where long-term unemployment and under-employment is prevalent, our work program provides them with the type of internship experience that they have historically been denied.

Under President Michael J. Sorrell’s leadership, Paul Quinn has become one of the most innovative and respected small colleges in the nation. Fortune magazine recognized President Sorrell’s work and the College’s transformation by naming him one of the World’s 50 Greatest Leaders. President
Sorrell is also a three-time award winner of HBCU Male President of the Year by HBCU Digest and was named by Time Magazine as one of the “31 People Changing the South.”

For more information about Paul Quinn College, please visit https://pqc-edu.squarespace.com/whoweare

Position Overview
Paul Quinn is actively searching for a unique professional with one to three years of relevant experience in mental health and wellness or similar field who is interested in the combination of two of Paul Quinn’s important student initiatives – 1) mental health and wellness and 2) improving the student living and learning experience. The Assistant Director of Residential Life & Student Wellness role seeks to combine the abilities of a mental health professional and a live-in residential life professional into one new and unique role that can support students in real time, in their living environment. This is a twelve (12) month, live-in position with room and board (meal plan) included in the compensation.

The Assistant Director of Residential Life & Student Wellness will report to the Dean of Students through the Director of Residential Life & Housing. The primary role will be to help create and maintain a supportive and positive living and learning environment in on-campus housing. This hands-on position will require direct communication and face to face contact with students who are residents, regular programming and student activities, and troubleshooting to assist students who are making the transition from home to College housing. The College is implementing this unique approach to Campus Housing as part of our Post-COVID-19 Return to Campus Plan.

Residential Living at Paul Quinn College is expanding, both regarding the number of housing locations and the number of students needing housing. The roles and responsibilities assigned to this position will continue to evolve with the implementation of the College's comprehensive expansion plans for residential living and learning. The Assistant Director of Residential Life & Student Wellness is a 12-month, live-in position.

Responsibilities
- Live in the professional staff apartment and maintain a routine and regular presence in the College's residence halls.
- Meet with students in small groups and individually to assess needs.
- Respond to student needs from a mental health and wellness perspective, maintaining confidentiality and engaging the available resources of the College and external partners.
- Be visible to students through routine attendance and participation in student facing events.
- Assist with student retention through sustained engagement in campus programming and support campus culture (campus dress code policy, cafeteria decorum, work program work ethic, etc.).
- Facilitate (personally conduct and invite in other speakers) student information sessions and workshops on managing stress, healthy, relationships, importance of sleep and other identified mental health and wellness topics.
• Assist in the management of the cleaning, regular maintenance, and orderly operation of College Housing.
• Collaborate with the on-campus Mental Health Clinic for programming planning and identifying student needs related to the objectives of the Campus Initiative grant which supports students who have suffered past victimization.
• Refer students for counseling and assist in connecting them to the campus clinic.
• Collect and maintain data on student interactions to assist in grant reporting and developing a Mental Health Wellness Index for Paul Quinn students.
• Collaborate with the Director of Residence Life & Housing to implement departmental initiatives to enhance and support Paul Quinn's commitment to an integrated, intrusive, retention strategy.
• Collaborate with the College Work Program to support student engagement.
• Collaborate with faculty and student affairs staff to help implement key student learning outcomes around life skills development, understanding democracy, and civic engagement, and leadership education.
• Regularly review and recommend updates to the Student Handbook and the Student Code of Conduct.
• Communicate the College’s interpretation of policies and procedures and help enforce policies and procedures of the Residential Life and Student Affairs Department.
• Support the investigation of Student Code of Conduct Violations as needed.
• Submitting weekly reports detailing challenges and accomplishments to Director of Residence Life & Housing.

Other duties as assigned.

Qualifications
The ideal candidate will possess the following qualifications:
• An earned bachelor’s degree or higher, from an accredited institution. Degree preference in psychology, social work, counseling or a related field of study.
• Candidates with master’s degrees from an accredited institution in psychology, Human Development or similar fields are encouraged to apply.
• A minimum of one to three (1-3) years of professional work in the field of psychology or social services.
• Candidates with previous live-in work experience are strongly encouraged to apply.
• Proven commitment to the academic, emotional, and social development of all students.
• Passion for working with students to promote learning, leadership and personal development, in addition to supporting students in achieving their goals.
• Excellent verbal and written communication skills.
• Conduct management and crises management abilities.
• Experience working in a multi-cultural setting.
• Valid Driver’s License and full-coverage insurance and the ability to operate a motor vehicle.
• Successful candidate must submit to and pass a criminal background check and drug test.
**Physical Effort & Environment**
Must be physically able to access all residence halls on a routine and emergency basis; general office and campus environment. Duties require that employee interact with students, faculty, staff, and outside constituencies. Position involves sitting, although frequent movement is necessary. Walking, standing, bending, twisting, and occasional lifting up to 35lbs required. Computer usage involving repetitive hand/wrist motion is also necessary.

**How to Apply**
Please submit your completed application, cover letter, and resume to careers@pqc.edu.

It is the policy of Paul Quinn College not to discriminate against any individual in its educational programs, activities, or employment on the basis of race, color, national origin, sex, disability, veteran status, age, religion, or marital status.