ASSISTANT DIRECTOR OF WORK PROGRAM TRAINING

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 College seeks a highly motivated Assistant Director of Work Program Training. The successful candidate will have a desire to work across the Work Program Department to ensure that students are successful in on-campus work program placements and in Corporate Work Program internships through intensive training and professional development support. The Assistant Director will offer individual work program counseling, internship, and job-search advising to students and alumni; will develop and present workshops; and will develop positive relationships with students, employers, faculty, staff, alumni, and parents. The Assistant Director also serves as primary contact for a CWP partner relationship; and will provide leadership and assistance in web-based technology, data collection, management, and reporting.

The successful candidate will demonstrate:
- Strong student advocacy with proven ability to work with a diverse population.
- Excellent project follow-through ability.
- Team-building skills focused on student interaction/relationships.
- Creativity that allows for out of the box thinking to successfully create programming for training pipeline.
- Analytical, reasoning, and problem-solving skills.
- Polished presentation and communication skills.
- A positive attitude with a sense of humor.

**Essential Functions & Responsibilities**
- Help students develop and refine professional communication skills; resume writing, interviewing, and job-search skills among many others.
- Assist students in clarifying academic and career goals through individual career counseling & professional development opportunities.
- Administer and interpret career inventories (e.g., MBTI, COPS, Enneagram, and LVI)
- Assist students in using work program resource library and finding information on the web.
- Participate in the design and delivery of career-related training workshops, programs, and panels.
- Develop and deliver workshops and career-related programs, including new initiatives on how best to use the internet for professional development and training.
- Assist with the planning and promotion of the Work Program Training office to students, alumni, faculty, and employers through wide array of marketing efforts.
- Assists with the updating of existing marketing materials and/or development of new materials.
• Serves as liaison to student groups, clubs, and organizations as necessary for Work Program Training.
• Compile and distribute information weekly on training opportunities via e-mail to all interested students and alumni.
• Work in tandem with On-Campus Work Program and Corporate Work Program to ensure successful participation of students through all aspects of the pipeline.
• Supervise and support student worker(s) with training and presentation skills, relationship management, and event planning (for training events).
• Advise Associate Director of Work Program Training in the selection process for acquisition of career-related software and department technology-related issues.
• Assist Associate Director of Work Program Training in design of database management practices, including policies and procedures for data collection and management.
• Develop and/or improve mechanisms for tracking and reporting data/statistics, for both internal and external audiences.
• Work in hand-in-hand with Campus Work Program and Corporate Work Program colleagues to ensure departmental success with the following:
  o Support job performance training, student coaching, and troubleshooting behavior concerns.
  o Address and enforce all college policies with an emphasis on discipline, professionalism, and dress code.
  o Assist with the implementation of the summer job readiness training and arrangement of student transportation to their internships.
  o Develop, execute, and evaluate the effectiveness of a work-readiness curriculum/program for students employed in on-campus jobs with the goal of preparing all students for participation in the Corporate Work Program.
  o Continue the development of a student work study program that is in line with the characteristics of a federally funded work college program.
• Serve on various college committees as assigned.
• Evening and weekend attendance at college functions as required as assigned.

Other duties as assigned.

Qualifications
• Master's degree preferred. Experience will be excepted in lieu of Master’s degree.
• Minimum of two years of experience in training, career development and/or job-search counseling.
• Proficiency with personal computers, related hardware/software, web page maintenance and development.
• Experience with database management and career services-related software.
• Demonstrate ability to take the lead with projects.
• Willingness to adapt approach to meet new institutional goals and initiatives.
• Entrepreneurial and forward-thinking approach to planning and decision-making.
• Model a work ethic that promotes growth and advancement of mission values.

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