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
Position Overview
Paul Quinn College seeks a highly motivated individual for the position of Director of Financial Aid. The successful candidate will have an entrepreneurial approach to budgeting and operation of the department and advance the mission of the institution while abiding by all compliance regulations.

The Director of Financial Aid reports to the Chief Financial Officer or the Director of Enrollment and oversees all major components of financial aid administration and reporting. They will work with institutional and external partners to support the continued enrollment and retention of Paul Quinn students. By remaining connected and up-to-date with all financial aid policies and regulations they will ensure that all aspects of the financial aid process are documented and updated regularly.

Operations and Fiscal Management
- Knowledge and ability to administer all major institutional, state and federal aid programs including: Federal Work-Study, Federal Approved Work College Program, Federal Direct Loans, Return of Title IV Aid (R2T4), Federal Pell Grant, Satisfactory Academic Progress, Veteran Aid and aid for undocumented students.
- Oversee the college's default rate management and debt management strategy.
- Participate in financial aid verification review and processing professional judgement appeals.
- Work with campus partners to promote development projects and initiatives.
- Utilize technology to store, track and analyze financial aid data.
- Reconcile and review financial aid disbursement reports.
- Authorize and monitor any and all financial aid agreements.
- Submit aid renewal documents and report transactions, draws and payments.

Supervision and Training
- Supervise two professional staff who may oversee major institutional, state and/or federal aid programs.
- Supervise student interns who serve as administrative and student-service support.
- Lead on-boarding and continuous training of all Financial Aid staff.
- Provide training for non-Financial Aid staff at Paul Quinn College.
- Serve as liaison for community members and respond to presentation requests.
- Collaborate and communicate with staff and other departments within enrollment management.
Compliance

- Ensure that policies and procedures in all aspects of financial aid abide by institutional, state, and federal laws and regulations. This includes training, file review, appeal processing, disbursement and payment reporting.
- Ensure that financial aid disbursements are disbursed in a timely manner.
- Respond to all audit requests including follow-up tasks.
- Implement and maintain policies and practices to protect personally identifiable information in all Financial Aid Office communications.
- Determine exempt and non-exempt aid.

Other duties as assigned.

Qualifications

- Bachelor's degree in business administration, accounting, finance, related field or relevant training and experience.
- 10 years of progressively responsible financial aid experience and knowledge of federal and state regulations about financial aid.
- Demonstrate ability to supervise and mentor staff.
- Record of effective leadership, relationship and team development with a focus on continual improvement of processes and best practices.
- Experience working and youth (ages 17-24) from urban or high financial need communities.
- Willingness to adapt development approach to new institutional goals and initiatives that advocate for youth from urban and high financial need communities.
- Entrepreneurial and forward-thinking approach to planning and decision-making.
- Model a work ethic that promotes growth and advancement of mission values.
- Ability to assume additional managerial responsibilities as appropriate to the position.
- Knowledgeable about computer systems, technology, and information management and their role in operations and fiscal reporting.
- Experience with Unit4 - CAMS Enterprise (Formerly Three Rivers) software is a plus
- Ability to relate to and effectively communicate with the community, administrators, faculty, staff, students, donor bases and the Board of Trustees.

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.