DIRECTOR OF RESIDENTIAL LIFE & HOUSING

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.”
Position Overview
Paul Quinn is actively searching for a professional with a minimum three years of relevant experience in managing student housing who will help sustain student engagement and support student retention.

Reporting to the Dean of Students, the Director Residential Life & Housing will provide leadership for multiple housing locations. The ideal candidate will have at least three years of experience managing multiple housing locations, as well as experience bringing a new facility online. In addition to leading the residence life function of on-campus housing locations, support may be needed at off-campus housing locations on a rotating basis to maintain full coverage. This team member is responsible for providing leadership, management, and strategic direction to on and off-campus housing students. The Director Residential Life & Housing will implement budgeted programming, lead development and training of the Assistant Director of Residential Life & Student Wellness, monitor, report and document the day-to-day incidents of campus housing, and supervise and manage the front desk coverage of campus housing for multiple housing locations.

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 Director Residential Life & Housing is a 12-month, live-in position.

Responsibilities
• Implement and manage a plan for the cleaning, regular maintenance, and orderly operation of College Housing.
• Create and implement student activities for student leadership development consistent with the strategic vision for College Housing and Campus Life.
• Collect and analyze data on the effectiveness of all program outcomes of the College Housing experience consistent with the strategic vision for College Housing and Campus Life.
• Implement departmental initiatives to enhance and support Paul Quinn College'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 determine key student learning outcomes around life skills development, understanding democracy, and civic engagement, and leadership education.
• Manage and supervise on campus work program students assigned to work in Residential Life positions.
• Assist with the management and implementation of housing programming budgets.
• Assure residential hall coverage by professional staff member with support from student workers, and campus security, through the creation and implementation of a comprehensive duty schedule.
• Serve as an after-hours point of contact based on the College's response plan for campus crisis, student issues, and other high-level incidents.
• Regularly review and recommend updates to the Student Handbook and the Student Code of Conduct.
• Live-in the professional staff apartment and maintain a routine and regular presence in the college's residence hall.
• Regularly eat meals in the dining hall to be visible to students and to assist with student retention, sustained engagement in campus programming and support campus culture (campus dress code policy, cafeteria decorum, work program work ethic, etc.).
• 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.
• Develop fundraising opportunities to support departmental initiatives and programs.
• Routine and regular presence at campus events.
• Submitting weekly reports detailing challenges and accomplishments to the Dean of Students.

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 student affairs, student development, higher education or psychology, or similar fields are encouraged to apply.
• A minimum of two to three (2-3) years of professional work in the field of housing and residence life preferably in a small college setting.
• Candidates with live-in experience at a small, private, HBCU or minority serving institution are strongly encouraged to apply.
• Past supervision experience of student workers
• 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 campus 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.