SPECIAL ASSISTANT, OFFICE OF PRESTIGIOUS OPPORTUNITIES

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
The Paul Quinn College Office of Prestigious Opportunities seeks a highly motivated innovator who is passionate about student development and program creation. The Special Assistant will report to the Director of the Office of Prestigious Opportunities and will design curriculum and programming for the Early Talent Identification Program (ETIP), as well as the collegiate scholars and honors programs. The Special Assistant is responsible for creating and executing this programming both during a student’s collegiate studies and in preparation for college graduation so that students are positioned for rigorous summer internship acceptance, corporate work placement and competitive job placement following graduation. The Special Assistant will ensure all Paul Quinn College Scholars graduate with jobs and/or with acceptance to the most prestigious scholarships/fellowships and graduate school programs in the country.

Essential Functions and Responsibilities
Provide academic & career advising to all Paul Quinn College Scholars and Honors College students.

1. Provide general departmental leadership (departmental event/application calendar, curriculum & manual creation, scholar application management, scholar personality & strengths-based assessments, professional networking with local college and organizations and supervision of the students within the PQC Corporate Work Program).
2. Manage the comprehensive delivery of the Scholar Mentoring Program.
3. Design K-12 and collegiate course curriculum to meet learning objectives.
4. Assist with the comprehensive delivery of the Early Talent Identification Program (ETIP) program; both yearly online courses and the six-week summer courses.
5. All other responsibilities and duties as assigned by the President, the Vice-President of Academic Affairs, or the Chief of Staff.

Minimum Experience & Requirements
- Bachelor’s degree in education, student development or communication.
- Successful work experience in secondary/higher education, and/or in the nonprofit sector working in student-facing program-building & development.
- Experience preparing students for competitive opportunities (scholarships, fellowships, job-placements and/or graduate school).
- Experience managing and designing courses in the Canvas LMS.
- Must be willing to work periodic evenings and weekends (2/month).
- Familiar with the ASCA, NACE and NCDG frameworks for student development.
- Familiarity with curriculum development/design.
- Advanced knowledge of Microsoft Office is required.
Preferred Experience & Requirements

- Master’s Degree in education, student development, school counseling or a related field is recommended.
- Minimum three years of successful work experience in K-12 and in higher education.
- Experience developing educational programming & career-readiness curriculums utilizing a standard LMS.
- Proven experience developing K-12 curriculum and in K-12 school counseling or leadership.
- Proven experience preparing students for entrance to competitive fellowships/scholarships and graduate school.
- Involvement with youth (ages 17-24) from urban or low-income communities is a plus.
- Bi-lingual (English/Spanish) is helpful, but not required.

Other Requirements

Paul Quinn College is an innovative institution with an “entrepreneurial DNA.” A successful candidate should demonstrate innovative thinking and complex problem-solving skills.

Candidates should exhibit self-drive and self-motivation. They must demonstrate above-average time management, organizational, writing and oral communication skills. They should be able to set goals and achieve them. The candidate must also possess the ability to manage multiple projects simultaneously and meet all required deadlines.

Benefits

Paul Quinn College offers a competitive benefit package including PTO, Health, Vision and Dental Insurance and more.

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.