

PAUL QUINN

ASSOCIATE DIRECTOR OF THE ONLINE CORPORATE WORK PROGRAM, BUSINESS DEVELOPMENT

Location:

Dallas, Texas

Deadline to Apply:

Open until filled

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 is the Ninth US Department of Education approved Work Program. The College has in place processes and procedures for developing Executive Work Positions for on campus students, but due to the expansion of the colleges online population and to better comply with the rules of sponsoring an Urban Work College, PQC must expand its Work College Partners to include sponsors outside the Dallas Metro Area. To accomplish this the college must develop procedures for identifying partners who are in areas where online students reside. To accomplish this goal, the college must expand its Work Program to establish new virtual and on-site job placement sites for the virtual learner. This activity is designed to accomplish this much needed goal. The Associate Director of the Online Corporate Work Program, Business Development will report to the Director of the Work Program and may have one direct report. This position is specifically responsible for ensuring success on our online students in the Corporate Work Program.

Associate Director of the Online Corporate Work Program, Business Development provides oversight of the corporate work program with a primary focus on developing and maintaining healthy relationships with corporate partners and cultivating new partnerships outside of the DFW metroplex. The individual in this role will be responsible for end-to-end management of strategic business development of partners for the Online Corporate Work Program.

Essential Functions and Responsibilities

Development

- Strategic planning, prospecting, pitching, and developing new business relationships across the Dallas Metroplex, and nationally for virtual students
- Develop procedures for and cultivate new Corporate Work Program partners outside the metroplex and who have robust virtual work teams
- Host CWP cultivation events to introduce the students and the College to prospective partners
- Responsible for all virtual Corporate Work Program related initiatives including online student internships, college fundraising events, including prospecting and development, cultivation and internship placement, follow-up, and retention

- Responsible for the virtual development of the entire sales and business development process including: creating powerful sales proposals; managing partners; closing and processing all sales; meeting and surpassing sales goals; and creating follow-up strategy to retain groups and business partners, etc.
- Develop a business strategy with monthly and annual goals for the Virtual Corporate Work Program

Partnership & Relationship Management

- Secure membership in organizations that will support the expansion of CWP partners
- Manage complex relationships with a diverse group of colleagues, external partners, and students
- Strengthen and enhance relationships with corporate groups, affinity groups, concierge services, alumni groups, community leaders and group sales leaders
- For virtual students, develop procedures for supporting the implementation of employer panels and industry-sector partnerships for the college and serve as the point person to coordinate meetings and events
- Assist with event-planning for job procurement, student-parent orientation, sponsor orientation, Corporate Work Program breakfasts and client appreciation
- Develop procedures to provide customer service to corporate clients to enhance student performance and mediate jobsite conflicts as needed

Communication

- Communicate effectively with various audiences including, but not limited to, students, staff members, and external stakeholders
- Manage, track, and report growth and development of the Virtual Corporate Work Program
- Provide a monthly report on the Virtual Corporate Work Program progress to the Director of the Work Program
- Communicate any changes in the Virtual Corporate Work Program relationships to senior level supervisors and colleagues

Collaboration

- Work in hand-in-hand with Associate Director of Corporate Work Program and Associate Director of the Campus Work Program on the following:
 - Support job performance training, student coaching, and troubleshooting behavior concerns
 - Address and enforce all college policies with an emphasis on discipline, professionalism, and dress code
 - Assist with the implementation of the summer job readiness training and arrangement of student transportation to their internships
 - 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

- Continue the development of a student work study program that is line with the characteristics of a federally funded work college program
- Support and guide student workers relative to student job placement, orientation, training, and supervision
- Stay informed of campus work needs and issues related to student workers
- Coordinate the hiring of students for semester breaks, holidays, and the summer season
- Set appropriate standards and assure that student workers are being held accountable
- Assure that student labor and management are used to the maximum extent feasible and allowable in the operation of the College
- Assist with the development of student off-campus internships associated with their development within their areas of work
- Collaborate with other College departments including but not limited to:
 - The Office of Financial Aid to ensure that they have updated and accurate Corporate Work Program rosters and stipend information
 - The Office of Enrollment Management to market the Corporate Work Program and communicate special internship opportunities to prospective students
 - The Office of Prestigious Opportunities and the Office of Academic Advising & Retention to identify high achieving students for high stakes opportunities

Marketing

- Update all the Virtual Corporate Work Program collateral and website annually to reflect current partners
- Sell and market the Virtual Corporate Work Program to prospective students, families and potential donors and business partners
- Coordinate the revision, inventory, and distribution of promotional materials/assets of the Virtual Corporate Work Program

Administrative Functions

- Ensure all Virtual Corporate Work Program contracts are executed and uploaded into Docusign for signature
- Track all contacts and contracts in Donor Perfect through Moves Management
- Respond to customer/partner questions and inquiries in a timely and respectful manner
- Other duties as assigned.

Qualifications

- This individual will have a Bachelor's Degree in Education, Business, or related field (Master's Degree preferred)
- Knowledge and experience in working in a Workforce Environment

- Ability to work under pressure in a fast-paced environment and meet all required deadlines
- Highly analytical and organized with meticulous attention to detail
- Capacity to set and revise policies and procedures
- Ability to think strategically, proactively, and with the ability to implement projects on a tactical level
- Strong oral and written communication skills including the demonstrated ability to research, assimilate and analyze information, compose documents, and present data in a clear and concise manner to appropriate personnel
- Ability to communicate with people with a wide range of cultural backgrounds, training and experience
- Strong cross-functional capacity to both lead and participate in cross-functional teams to define issues and agree on processes, strategies and outcomes. Collaborative work style and the ability to either take direction or work independently as the situation requires
- Experience working with virtual programs and students

Application Procedures

Interested candidates must submit the following application materials:

1. Cover Letter that speaks to the candidate's interest in the position and qualifications
2. Resume
3. Unofficial transcripts from all colleges/universities attended
4. List of professional references (3 minimum)

Please submit your completed application and application materials to **Ms. Ashley Hamilton, Director, Work Program, ahamilton@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.