

PAUL QUINN

ASSISTANT DIRECTOR OF ONLINE LEARNING

Location

Dallas, Texas

Deadline to Apply

Open until filled

Salary

Salary commensurate with qualifications and experience.

This position is a Title III grant-funded and is expected to be renewed annually.

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://pgc-edu.squarespace.com/whoweare>

Position Overview

Paul Quinn is actively searching for a unique professional who will help grow our online learning division. The Assistant Director of Online Learning (ADOL) serves as part of the Academic Affairs Office team dedicated to supporting the mission of Paul Quinn College (PQC). The ADOL reports to the Director of Online Learning and will play a key role in online course quality and seamless delivery.

Essential Duties and Responsibilities

- Develop Virtual and Face-to-Face Academic Programs (Reading/Writing lab, tutoring, ADA accommodations) for PQC Students,
- Develop and coordinate access to Virtual and Face- to-Face Learning Resources and providing specific virtual/online student support
- Develop procedures for providing and delivering technical assistance to online faculty
- Coordinate and conduct training for online faculty in the development of online instructional materials and online instructional methods, as needed
- Work with faculty to implement a user-friendly online learning environment for students
- Facilitate informational needs of students and potential students who take online courses
- Maintain and oversee resources for online students and faculty
- Provide technical assistance for students via the institution's helpdesk
- Respond directly to concerns of students taking online courses

Required Qualifications

- A master's degree from a regionally accredited institution of higher education in English, Reading or other related fields
- 3 years of experience providing Academic Services to Students
- Familiar with Online Student Services
- Demonstrated experience with one or more of the industry-standard methodologies
- Experience in online course development, and/or in delivery in an online environment, including assessment of student outcomes
- Excellent oral and written communication skills
- Excellent customer service and people skills
- Strong work ethic with demonstrated collaborative and coordinative skills
- Experience teaching online courses

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 academicaffairs@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.