

PAUL QUINN

DIRECTOR OF INSTITUTIONAL RESEARCH AND EFFECTIVENESS

Location

Dallas, Texas

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/howeare>

Position Overview

Paul Quinn is actively searching for a unique professional with two to five years of experience in institutional research and effectiveness field specific to higher education. Professionals with related experiences in other fields are encouraged to apply. The Director will work closely with the College's Cabinet Level Leaders on internal and external reporting needs, annual assessment, program and course level outcomes, and publication of college related data, and report directly to the Chief Administrative Officer.

Essential Duties and Responsibilities

- Collaborate with the College community to develop and establish priorities among college initiatives.
- Develop procedure and facilitate the assessment of college outcomes regarding mission and goals, leadership and governance, administrative structures and services, academic programs and institutional integrity.
- Develop procedures and engage faculty and staff in the planning and implementation phases of the College's initiatives, recommending that appropriate resources are allocated to the planning and implementation phases and assessing progress continuously to monitor implementation schedules and issue progress reports.
- Develop procedures and provide leadership in the facilitation, development and assessment of a college-wide assessment plan.
- Serve as one of the leaders of the College Strategic Planning Council.
- Manage the gathering and dissemination of information related to the efficient implementation of the College's long-range planning effort.
- Develop procedures and evaluate and make recommendations on the College's progress in its long-range plan.
- Have a comprehensive understanding of the technology necessary to establish the Office of Virtual Institutional Effectiveness Assessment and Compliance (VIREAC).
- Develop and maintain a technologically retrievable virtual database for information that will assist in decision making pertaining to student, faculty, staff, academic affairs, fiscal resources physical plant.
- Develop and utilize a process which requires technology to identify, enroll, retain, and graduate servant leaders.
- Develop procedures and oversee the collection, organization, analysis and reporting of institutional data.
- Provide support in the analysis and interpretation of student enrollment, retention data and student satisfaction levels.
- Develop and coordinate a systematic and integrated institutional planning process that is aligned with accreditation standards and other planning and accountability requirements as part of an institutional effectiveness program.
- Serve as a primary user of the College's student database system.
- Other development duties as assigned.

Required Qualifications

- Master's degree in Education (Ph.D. preferred) in a related field requiring expertise in statistical research, review, analysis, interpretation, and reporting.

- Two to five years of experience as the Director of an Office of Research and Institutional Effectiveness.
- Experience in educational research, statistical research and analysis.
- Interpersonal skills as well as communication skills and experience with public speaking.
- Ability to establish and maintain cooperative and effective working relationships.
- Experience with training, supervising, and evaluating personnel including student workers.
- Ability to analyze data and organize data and present findings in a manner-comprehensible for different audiences.
- Ability to convey complex information in written reports.
- Strong quantitative and qualitative analytical skills.
- Demonstrates ability to design, plan, implement and evaluate research projects.
- Experience using a variety of databases.
- Demonstrates leadership and academic project management, including success in implementing new methods or processes with a strong understanding of change management.
- Ability to work independently and manage tasks in a collaborative, transparent and engaging manner.

COVID-19 Vaccination Policy Overview

COVID-19 vaccination and booster (when eligible) is required for all positions at Paul Quinn College. New hires are expected to be fully vaccinated before beginning work at the College. For more information about [PQC's COVID-19 response](#)

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 The Chief Administrative Officer, Dr. Kizuwanda Grant at kgrant@pqc.edu