

PAUL QUINN

ENROLLMENT MANAGEMENT COORDINATOR/DIRECTOR

Location:

Dallas, Texas (on campus)

Application Information

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 seeks a virtual Enrollment Management Coordinator to assist in the development of virtual enrollment management processes. The virtual Enrollment Management Coordinator will assist in developing the process from enrollment to graduation to attain the college's goal of a fall- to-fall semester retention rate of 75 percent or higher. The virtual Enrollment Management Coordinator will assist in implementing, managing, revising and evaluating the college's retention plan; create retention specific programming events for online students; work with the Enrollment Management Director to coordinate and facilitate a campus-wide retention committee addressing topics related to retention; assist in accurate and regular collection of retention, enrollment and graduation data for online students; establish an electronic case management system to track academic status and official retention interventions; and develop procedures for engaging students in on-campus and virtual activities and student support services. The Enrollment Management Coordinator will report directly to the Vice President of Academic Affairs on topics relating to student retention, enrollment, and graduation.

Essential Duties and Responsibilities

- Creates, assess, updates, and implements a strategic enrollment management plan for online students that is data informed and aligns with the mission and vision of the college.
- Defines enrollment management department objectives for virtual/online students and ensures that they align with the mission and vision of the college.
- In collaboration with the enrollment management team, designs, executes and assesses a comprehensive annual retention plan.
- Recommends, develops, and implements policies and procedures that promote online student success and retention.
- Ensures compliance with applicable Federal, State and local laws, policies, and regulations in relation to board and college policies, including reports as required in the areas of resource allocation and management systems.
- Create retention specific programming events for virtual students.
- Coordinate and facilitate a campus-wide retention committee.
- Assist in the development of an electronic case management system to track academic status and official retention interventions for online students.
- Develop information on admission procedures and policies, and admission requirements for online students.

Required Qualifications

- Master's degree in counseling or any related field in higher education.
- Minimum two years of experience managing retention and/or student services programs.
- Communication – able to effectively communicate in a professional, diplomatic, empathetic, and tactful manner using preferred method and level as applicable to the job.
- Relationship Management – able to personally provide a high level of interactive service to others, building relationships and addressing identified needs.
- Team Orientation & Interpersonal – highly motivated team player with ability to develop and maintain collaborative relationships with all levels within and external to the organization.
- Adaptability to Change – able to be flexible and supportive, able to assimilate change positively and proactively in rapid growth environment.
- Organization & Time Management – able to plan, schedule, and organize tasks related to the job to achieve goals within or ahead of established time frames.

- Ability to work successfully in a multi-cultural environment and has experience working with diverse student populations.
- Knowledge of laws and regulations related to higher education student affairs processes, policies, online education, and engagement.

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 academicaffairs@pqc.edu