

# PAUL QUINN

## GRANTS SPECIALIST

### Location

Dallas, Texas

### 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/howweare>

### **Position Overview**

Paul Quinn College seeks a broadly experienced Grants Specialist with advanced skills in monitoring and administrating grant budgets. The Grant Specialist duties involves preparing, maintaining, and reporting of grants activities. The Grant Specialist will also review incoming applications to determine compliance with requirements and standards, monitor grant awards, assist as a liaison between funding sources.

### **Essential Duties and Responsibilities**

- Monitors the implementation, management, evaluation, and close-out of grants according to rules and regulations. Establishes internal controls and guidelines for accounting transactions and budget preparation
- Track results, evaluate and manage progress toward short-term and long-term goals of funded grants
- Create accurate records on contracts and financial reports
- Assist in ensuring a grantee's compliance with conditions of grants by overseeing agreements, contracts, expenses, activities, and regulations
- Maintain the necessary records, files, reports, databases and resource materials pertinent to grants office activities
- Assist in editing sections of grant proposals such as budget narratives, personnel and college description sections
- Knowledge and proficiency in using data to drive effective program development and grants
- Assist in coordinating meetings and site visits with program officers, contacts appropriate faculty and administrators on campus
- Monitors and reports regularly to appropriate offices the status of assigned grants
- Works collaboratively with the Institutional Research and Effectiveness office to collect data for grant development
- Performs other related duties as necessary or assigned

### **Required Qualifications**

- Minimum of two years' experience as an accountant managing grant budgets
- Bachelor's degree in accounting or other related field (Master's degree preferred)
- Systems & Software - proficient level of knowledge of Microsoft Office and/or relevant position software programs.
- Communication – able to effectively communicate in a professional, diplomatic, empathetic, and tactful manner using preferred method and level as applicable to the job.
- Excellent speaking, writing, and interpersonal communication skills with demonstrated ability to interact effectively and fluently with staff and students
- Relationship Management – able to personally provide 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.

### **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 Office, Dr. Kizuwanda Grant, at **kgrant@pqc.edu**