

PAUL QUINN

Financial Aid Advisor

Location

Dallas, Texas

Salary

\$50,500 - \$58,500 (offer will be based on candidate's experience and education)

Application Information:

Deadline to Apply: Open until filled

About Paul Quinn College

Paul Quinn College (PQC) has been widely recognized as one of America's most innovative small colleges. 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 students' academic, professional, and social development.

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 \$18,000 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 80 - 85 percent of them are eligible for Pell Grants yearly. 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 nation's most innovative and respected small colleges. 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

www.paulquinn.edu

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Position Overview

Paul Quinn College seeks an in-person Financial Aid Assistant to assist in developing procedures for streamlining the financial aid process for virtual and in-person students. The Financial Aid Assistant will report to the Financial Aid Director at Paul Quinn College and be involved in the development of major aspects of aid administration with a special focus on supporting online and non-traditional students.

Essential Duties and Responsibilities

- Financial Aid Administration
- Knowledge and ability to administer institutional, state, and federal aid programs, including Federal Work-Study, Federal Approved Work College Program, Federal Direct Loans, Return of Title IV Aid (R2T4), Federal Pell Grant, and Satisfactory Academic Progress.
- Lead efforts focusing on default rate management and debt management strategy for current and former students
- Work with campus partners to promote development projects and initiatives
- Utilize technology to store, track, and analyze financial aid data, specifically CAMS and Ellucian Colleague.
- Assist with training non-financial aid staff at Paul Quinn College
- Serve as liaison for community members and respond to presentation requests
- Collaborate and communicate with staff and other departments within enrollment management
- Ensure that policies and procedures in all aspects of financial aid abide by institutional, state, and federal laws and regulations
- Implement and maintain policies and practices to protect personally identifiable information in all Financial Aid Office communications
- Document regular processes and procedures to support the continuous updating of the FA Policy and Procedure Manual and the FA Office Assessment process
- Work with the Financial Aid Director to develop financial aid support programs primarily for online students through e-mail, phone, and virtual meetings.
- Develop procedures to manage reports and outreach campaigns to identify progress in financial aid completion for online student caseload.
- Develop procedures for communicating with students participating in the virtual Work College Program and assist with the awarding and disbursement process.
- Develop procedures to ensure that policies and procedures in all aspects of financial aid abide by institutional, state, and federal laws and regulations.
- Stay updated with compliance regulations and inform the department of policy changes in focus areas.
- Develop procedures for certifying financial aid information for virtual students.
- Participates in the planning, delivery, and enhancing quality financial service to Paul Quinn College (online and in-person) students.
- Materially participates in all phases of the financial aid awarding process for Paul Quinn College students.

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- Assist in developing procedures and counseling students and their families on budgeting, debt management, and financing options.
- Other duties as assigned

Required Qualifications

- Bachelor's degree in accounting or any related field in higher education , business administration, and finance.
- Minimum two years of experience working as a financial aid assistant .
- Experience and knowledge of federal and state regulations about financial aid is preferred
- Experience in compiling and reporting data for internal and external data.
- Experience in determining exempt and non-exempt aid for students.
- Demonstrate ability to research policies and take the lead with projects.
- Willingness to adapt development approach to new institutional goals and initiatives .
- Model a work ethic that promotes growth and advancement of mission and values.
- Communication – effectively communicating professionally, diplomatically, empathetically, and tactfully using a preferred method and level 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 – a highly motivated team player who can develop and maintain collaborative relationships with all levels within and outside the organization.
- Adaptability to Change – able to be flexible and supportive and assimilate change positively and proactively in a 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 multicultural environment and experience working with diverse student populations.

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 Human Resources at hr@pqc.edu