



PAUL QUINN COLLEGE

3837 Simpson Stuart Road, Dallas, TX 75241

Enrollment Management Officer

Location:

Dallas, TX

Position Start Date:

As Soon As Possible

Deadline to Apply:

Rolling

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 socioeconomic 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 (PQC) seeks a full-time Enrollment Management (EM) Officer. Under the supervision of the Director of Enrollment Management, EM Officers are responsible for implementing recruitment strategies as they relate to traditional and non-traditional students. They represent and present PQC to prospective students, parents, teachers, community-based organizations, and counselors regionally, nationally, and internationally. They work to increase inquiries and convert applications into enrolled students. The successful EM officer exhibits superior customer service skills and professionalism throughout daily interactions and communications with students including interviews, phone calls, emails, and information sessions. The EM Officer must demonstrate an ability to work independently as well as collaboratively with team members, faculty, current students, alumni, administrators, and staff. Duties may also include data entry, auditing transactions, and handling established, basic correspondence. A flexible work schedule that will include days, evenings, and some weekends is required.

Essential Duties and Responsibilities

May include any and/or all the following:

- Establishes and maintains an informational, active communication system with traditional high school or college students, parents and counselors, or non-traditional degree-seeking adults; counsels student applicants concerning admission, financial aid, career planning, and housing options if applicable.
- Identifies, recruits, and enrolls prospective students in a designated market; manages a recruitment territory; develops recruitment strategies; arranges and manages all phases of potential international, national, regional and local travel; conducts contact by e-mail, phone, or text with students, and parents if applicable; may make reservations.
- Reads interprets and evaluates students' academic credentials and makes admission/denial decisions; participates in Admissions Committee meetings; assists with scholarship appropriation.
- Participates in the development and implementation of enrollment strategies; composes routine letters; compiles data for weekly, monthly, and annual reports; maintains

calendar; processes data including collection, entry, and tracking of prospective student documents (inquiry cards, applications, standardized tests, etc.); schedules appointments; maintains confidential files; assists with making hiring recommendations; supervises student staff; plans work and establishes priorities.

- Performs other duties as assigned.

Knowledge, Skills, Abilities and Personal Characteristics

- Active Learning- Understanding the implications of new information for both current and future problem-solving and decision making
- Active Listening- Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Ability to demonstrate self-direction and motivation
- Attention to Detail- Set priorities on time and with a great deal of accuracy
- Organizational Skills- highly developed and able to multi-task and set priorities
- Service- Orientation- Actively looking for ways to help people
- Speaking and Writing Skills- Communicating effectively in talking and writing to convey information effectively and accurately over phone or email
- Technical Skills- MS Office, Excel, Outlook, Student Information Systems (SIS)
- Willingness to travel/drive and work on weekends and nights

Minimum Qualifications

- Bachelor's degree from an accredited four-year college or university
- Demonstrated work with students or customers in a highly professional and student/customer-focused environment

Preferred Qualifications

- Two or more years admissions experience or high value relationship-based/consultative sales experience
- Bilingual (Spanish fluent)

Application

Interested candidates should submit all application materials via email to Sean Whitten, Director of Enrollment Management at swhitten@pqc.edu.

Required application materials are as follows:

- Cover Letter
- Resume/CV