

# Antonio D. Squire

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## Higher Education Professional

**Antonio D. Squire**  
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## Skills & Abilities

Training, Development, Mentorship, Coaching, Financial Literacy, Public Speaking, Outreach, Conflict Resolution, Time Management, Leadership, Transferable Skills in Higher Education

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## Experience

**Mercer University School of Law**  
Director of Admissions and Financial Aid  
December 2021- Present, Macon Georgia

Comprehensive management of state, federal, and institutional policies ensures compliance in the financial aid process; a diversity scholarship program has been implemented to promote inclusivity; content for the law school's website has been crafted to provide transparency in admissions and financial aid; a financial literacy curriculum has been developed to educate students on fiscal responsibility; supervision of two staff members fosters collaboration and productivity; admissions applications are analyzed and recommended according to institutional standards; the implementation of Slate streamlines the application handling process; over four million dollars in merit aid is strategically managed to attract top talent; collaboration with the marketing team drives innovative student recruitment initiatives; a strategic enrollment plan has been formulated and implemented, aligning with long-term growth goals; a food pantry has been established to support student well-being; a comprehensive recruitment strategy extends the institution's reach across the country; and the creation of the first Diversity Day program emphasizes the school's unwavering commitment to a diverse and inclusive learning environment.

**The University of North Carolina at Chapel Hill**  
Graduate Funding Coordinator  
April 2020- January 2022, Chapel Hill, NC

Implementation, maintenance, and utilization of institutional policies concerning graduate funding were prioritized; an administrative funding system was managed for thirty-two campus departments; the graduate health insurance program was overseen; financial matters for students funded through The Graduate School were adeptly handled; business processes were created and managed for various departments across campus; a virtual student services hub was skillfully created and managed; university-wide training was designed and implemented, benefiting over a thousand employees;

collaboration with various university offices facilitated the creation and implementation of efficient business processes across the institution; and finally, an advisory group was implemented to track and review student funding policies and communications, enhancing the overall efficiency and effectiveness of the funding processes.

**The University of North Carolina at Chapel Hill**

Financial Aid Counselor

October 2016 - April 2020, Chapel Hill, NC

Comprehensive management of state, federal, and institutional policies and procedures ensured efficiency in the financial aid process, guiding students, parents, and campus partners; processing-related duties concerning financial aid were meticulously performed; enrollment standards were upheld and promoted; partnerships were forged on campus to enhance outreach and financial literacy; professional presentations were delivered to diverse audiences; active participation on the Satisfactory Academic Progress appeals committee ensured fair student evaluations; collaboration with advisors ensured student criteria alignment; training and supervision for over fifteen employees were seamlessly managed; disciplinary, dress code and attendance policies were created and upheld; advisory roles were undertaken for student organizations; and a daily schedule for over twenty employees was created and maintained, ensuring operational smoothness.

**The University of North Carolina at Chapel Hill**

Client Services Assistant

September 2012 -August 2016, Chapel Hill, NC

Answered students' questions concerning the financial aid process via email, telephone, and in person; assisted Assistant Director with athletic financial aid; completed forms necessary for student success; ensured client services assistants provided accurate and concise information; created a Satisfactory Academic Progress note-taking system.

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**Education**

**Mercer University, Atlanta, GA**

Master of Higher Education Leadership, Summa Cum Laude

August 2023

**The University of North Carolina at Chapel Hill, Chapel Hill, NC**

Bachelor of Arts in Sociology, Honors Laureate

May 2016

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