

Antonio D. Squire

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

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.

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
