

Vice President for Administration and Finance

Peru State College

Peru, Nebraska

Peru State College is on a mission.

We're building a team of passionate, energetic educational leaders who are dedicated to transforming students' lives. Currently, we have the exciting opportunity to search for a visionary Vice President for Administration and Finance who can help us create new ways for our students to achieve their dreams.

We're not looking for someone who believes that OK is good enough, that the ways things have always been done is fine, that rocking the boat is a highly risky maneuver.

We value creativity, fresh ideas, and new voices. We don't want outside-the-box thinking—we want people who stand on top of the box to reach new heights. Yes, we have processes and policies and deadlines, and our new VPAF will help us manage and improve all those things. But they also will help us stretch our imaginations and push our horizons. They'll find solutions to problems that make MacGyver jealous. And they will help us expand the resources of Peru State College and marshal them in service to our students.

That's our mission, and it has been for more than 150 years. Peru State was the first college in Nebraska; it was established in 1867 as a teacher-training school, and it has since transformed into a state-of-the-art institution offering diverse, multifaceted educational programs to nearly 2,000 students. A member of the Nebraska State College System, Peru State offers innovative online and traditional-classroom undergraduate and graduate programs. Our beautiful "Campus of a Thousand Oaks" is nestled in the hills of historic southeast Nebraska on the Missouri River and is an hour from Omaha and Lincoln and two hours from Kansas City. Students trust us with their futures, and we work hard every day to reward that trust.

THE VPAF: Under the supervision of the President, the Vice President for Administration and Finance will provide vision and leadership to ensure the College's financial success—so we can help our students find success. A key member of the Cabinet, the VPAF will work collaboratively with Cabinet colleagues, administrators, faculty, staff, and students to support a student-centered culture of engagement while building key relationships on campus and in area communities.

As the College's chief business and financial officer, the VPAF is responsible for developing and overseeing controls, policies, and procedures that effectively steward Peru State's human, physical, and financial resources. The VPAF will provide strategic, service-oriented leadership for the institution's ongoing efforts to pursue innovative business solutions and develop operations that enhance revenues and efficiency, leading to more cost-effective administrative practices. In short, we're looking for someone who

will do more than keep the trains running. We're looking for someone who also dreams of new trains. Maybe even new forms of transportation altogether.

The VPAF will serve as the principal strategic advisor to the President on budget and business planning and operations. The VPAF will be committed to accountability and fiscal stability and dedicated to the student-focused educational mission of Peru State—we don't succeed if they don't succeed. The position requires a leader with vision, integrity, and energy, along with the ability to manage positively in an environment that has a strong emphasis on cooperation, collegiality, team development, and inclusion. Peru State College is an extraordinarily special place, and we're looking for an extraordinarily special person who will help us keep it that way.

DUTIES AND RESPONSIBILITIES:

- Oversee budget planning and development, payroll, and Business Office, Budget Department, Accounting, Financial Aid, Information Systems, and One Stop.
- With support from the System Office and from Peru State Facilities, oversee facilities planning and construction, including major construction/renovation projects and initiatives, geothermal and other HVAC projects, and more.
- Contribute to the development of a long-term master plan for the campus, and initiate and coordinate multiple activities and programs as part of that plan.
- Implement and interpret the policies and procedures of the College and the Nebraska State College System.
 - Recommend budget and resource allocations.
 - Initiate recommendations and activities to maintain and strengthen the quality of business services.
 - Offer recommendations and advice to improve fiscal responsibility and ensure compliance with State and Federal programs.
 - Work with the President, the System Office, and others to identify and pursue grant opportunities for major campus initiatives, and support the reporting for all successful grants.
 - Serve as the principal staff officer responsible for coordination, interpretation, and analysis of financial information required by the State College System Office, and for compliance with state and federal regulations.
 - Prepare financial reports, the biennial budget request, and the annual budget.
 - Oversee all College audits.
 - Serve as member of Nebraska State College System Council of Business Officers.
 - Serve in an advisory capacity to the President.
 - Encourage excellence in teaching, research, and service within the College, foster a collegial environment, and cultivate a commitment to diversity and inclusion.
 - Serve as an effective channel of communication between the College and outside constituencies.
 - Serve on, and provide leadership for, select campus-wide committees.
 - Other related duties as assigned by the President.

SKILLS & QUALIFICATIONS:

- Master's degree required (with MBA preferred). A CPA is not required.
- At least seven years of progressively responsible management experience.
- Demonstrated expertise in financial management and forecasting, annual and strategic budgeting, facilities management, and capital project oversight.
- Understanding of and experience with information-system project planning and implementation support.
- Demonstrated ability to work collegially and collaboratively with internal and external constituencies.
- Excellent communication, interpersonal, personnel management, and supervisory skills.
- Experience providing collaborative leadership within an organization and developing professional capacity in department leaders and staff.
- A sense of humor is required. Seriously. It's in a written policy somewhere.

Applications will be held in confidence and should include:

- A letter of introduction outlining your background and qualifications for the position. This letter should specifically address your leadership attributes and professional competencies for this position.
- Curriculum vitae/résumé.
- Contact information (e-mail addresses are required) for five professional references, at least one of whom has reported directly to you, a second who is a colleague, and a third who is someone to whom you have reported directly.

This position is subject to veterans' preference. Offers of employment will be conditional upon satisfactory results of a background check.

PSC is an equal opportunity institution. PSC does not discriminate against any student, employee or applicant on the basis of race, color, national origin, sex, sexual orientation, gender identity, disability, religion, or age in employment and education opportunities, including but not limited to admission decisions. The College has designated an individual to coordinate the College's non-discrimination efforts to comply with regulations implementing Title II of the Americans with Disabilities Act, Titles VI and VII of the Civil Rights Act, Title IX, of the Education Amendments of 1972, the Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act. Reports regarding discrimination or harassment may be directed to the following Compliance Coordinator. In addition, inquiries regarding non-discrimination policies and practices may be directed to the Compliance Coordinator: Ms. Eulanda Cade, Peru State College, Administration Building, Room 312, PO Box 10, 600 Hoyt Street, Peru, NE 68421-0010, (402) 872-2230 ecade@peru.edu

Confidential inquiries, questions, and nominations may be directed to:

Michael Evans, President
 Chair, Search Committee
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