



## **Vice President for Administration and Finance**

### ***Inviting Nominations, Applications and Inquiries***

**October 2018**

The American Association of State Colleges and Universities (AASCU), located in Washington, D.C., is seeking a dynamic, innovative, collaborative leader as its next Vice President for Administration and Finance.

The Vice President serves on AASCU President Mildred García's Executive Leadership Team and confers with and coordinates administrative activities of the other Team members. Under the general direction of President García, the Vice President serves as the chief operations officer, providing strategic and operational leadership for all administrative and business functions of the association. This person provides day-to-day management and coordination of all operations and carries full signatory authority at the direction of the President. The following functions report to this position: Human Resources, Finance and Accounting, Information Technology, and Facilities.

The Vice President ensures the smooth and cost-effective operation of the association and its business processes, establishing and maintaining communications with all internally established committees and working groups. In addition, this position acts as the association's Affirmative Action Officer and Grievance Officer. This position is also responsible for reviewing and approving the recruiting and hiring process. The Vice President, through direction of the President, provides support to AASCU membership and serves as the primary contact with the association's legal counsel.

To support and enhance AASCU's role, the Vice President for Administration and Finance will have a passion for the mission of public higher education and a high-energy, service-oriented philosophy; and will be an agile, team-oriented professional with a track record of inspiring leadership, strong commitment to collaboration and, ideally, success in non-profit financial management at an institution of higher education or a national membership organization.

The candidate should have a strong knowledge of established management principles and practices and their application; techniques and procedures used in program development; and developing, reporting and evaluating programs. S/he will have a history of relationship-building with multiple constituencies and demonstrate an ability to support the organization and its members.

More details about this opportunity, including required qualifications and desired skills and experience, can be found at <http://www.aascu.org/career-opportunities/>.

Academic Search, Inc. will assist AASCU in their efforts to fill this position. Applications should consist of a substantive cover letter addressing the qualifications listed in the link above; a curriculum vitae; and a list of five professional references with full contact information, including the working relationship with each (references will not be contacted without the explicit permission of the candidate). Applications,

nominations and expressions of interest can be submitted electronically, and in confidence, to [AASCUVPAF@academic-search.com](mailto:AASCUVPAF@academic-search.com).

Applications are being accepted until the position is filled. Confidential discussions about this opportunity may be arranged by contacting Nancy Suttentfield at [nds@academic-search.com](mailto:nds@academic-search.com) or Jay Lemons at [jay@academic-search.com](mailto:jay@academic-search.com).

*AASCU is an Equal Opportunity Employer*