

Position Announcement
Oklahoma State University
VICE PRESIDENT FOR ADMINISTRATION AND FINANCE

Oklahoma State University invites applications and nominations for the position of Vice President for Administration and Finance. OSU is a comprehensive land-grant institution that is nationally known for its teaching, research, and outreach programs. System-wide enrollment exceeds 35,000 students, with approximately 22,000 enrolled at the OSU-Stillwater campus.

Responsibilities: The Vice President for Administration and Finance is the chief administrative and finance officer of the University and provides oversight to the Oklahoma State University System (“OSU System”) in matters pertaining to administration and finance. The Vice President works regularly with the President of OSU and the OSU System, Vice Presidents and administrators of OSU and the OSU System, Presidents and CFOs of the other institutions (“A&M System”) governed by the Board of Regents for Agricultural and Mechanical Colleges (“Board”), members of the Oklahoma State Regents for Higher Education (“OSRHE”), the Board, and the State Legislature. Major functions include assisting with formulating policies and guidelines pertaining to financial planning and implementation and recommending administrative and educational policies affecting the University, the OSU System and the A&M System.

The Vice President has the primary responsibility for activities within the Administration and Finance organizational structure of the University, including the Associate Vice President and Controller, Associate Vice President for Administration and Finance/Chief Budget Officer, Information Technology, Human Resources, Physical Plant Services, and Public Safety. This includes providing administrative leadership and direction, establishing and overseeing the organizational structure, and developing and allocating resources for the division. The position reports to the President of OSU and the OSU System. This position also serves with the other vice presidents and OSU System campus representatives as a member of the President’s Executive Team.

While appropriate duties and proportionate authority may be delegated to others, the Vice President may neither delegate nor relinquish responsibility for results.

The Vice President, as with other University employees, is responsible for ensuring compliance with University, State, NCAA and Big 12 Conference rules and regulations in the performance of their assigned job responsibilities.

Required Qualifications: Demonstrated ability to inspire others to more effective, creative, and productive performance, to relate with people, to manage funds and other resources, and to delegate as appropriate and as needed; minimum of ten years administrative experience in one of the major functions of administration and/or business/finance, or comparable experience in the academic setting; earned master’s degree in an area related to administration and finance. A successful credit and criminal history records check will be required of the successful candidate.

Preferred Qualifications: Earned doctorate in a related field or comparable experience. Professional certification in related field.

Salary: Commensurate with the experience and qualifications of the successful candidate.

Additional Information: Please go to <http://vpsearch.okstate.edu>

Application/Nomination Procedures: Individuals wishing to apply should submit a letter of application; professional resume; and the name, address, and telephone number of five references the Committee may contact for additional information. Screening of applications will begin on or about October 25, 2010, and will continue until the position is filled. Nominations should include the complete name, address, and telephone number of the nominee. Applications, nominations, and questions should be sent to:

Gary C. Clark, Chair
Search Committee for Vice President for Administration and Finance
107 Whitehurst
Stillwater, OK 74078-1021
Office: (405) 744-6384 FAX: (405) 744-6285
E-Mail: osuvpaf@okstate.edu

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