



JOB ANNOUNCEMENT

For

Vice President for Business Affairs

Western Oklahoma State College is accepting application materials for **Vice President for Business Affairs**. For a complete job description, visit our website www.wosc.edu/jobs

Qualifications: B.A. in Business, Accounting, Human Resources or related Field. Master's Degree in Business and CPA desired.

Special Knowledge, Skills or Ability: Other than those included the job description; must be able to operate a computer to access important data and run fiscal and accounting reports; must be able to negotiate contracts, mediate disputes, and handle sensitive and confidential information. Must have knowledge of public accounting requirements, purchasing requirements, personnel/risk management laws and procedures, and funding/budgeting requirements for higher education. Must be able to operate within local political environments. Must be able to travel to various meetings and represent the college.

Training or Experience Required: Minimum of 6-8 years of related- administrative experience preferably in higher education or public institutions.

To apply, email a cover letter, resume, transcripts and 3 references with name, address and phone number to april.nelson@wosc.edu.

Affirmative Action/Equal Opportunity Employer

Posted 03/08/18