



UNIVERSITY
OF
LOUISIANA
L a f a y e t t e

STAFF VACANCY

VICE PRESIDENT FOR ADMINISTRATION & FINANCE

EEO# AA3-08

The University of Louisiana at Lafayette invites applications for the newly reorganized position of Vice President for Administration and Finance.

THE POSITION

The Vice President reports to the President and provides direction, supervision and guidance to the Administration and Finance divisions consisting of Budget, Accounting, Human Resources, Payroll, Procurement Services, Capital Planning and Development, Facility Management, Auxiliary Services, Risk Management, Information Systems and Operational Performance Review.

The Vice President is responsible for providing financial oversight for the University's annual operating budget which exceeds \$150M, developing a financial plan in line with the University strategic plan and ensuring that sound financial recording and reporting principles are followed.

The Vice President also ensures that the campus master plan for facilities construction and development is maintained, advanced and executed.

QUALIFICATIONS

The ideal candidate will possess:

- At least a Bachelor's degree in Business or related disciplines
- A significant history of progressively comprehensive senior level budget management experience in the identified areas of responsibility
- Significant prior responsibility for finance and budgetary decisions at the organizational level
- Experience in public budgeting or higher education finance
- Experience in managing large budgets

This position requires a person of vision and integrity with the ability to manage positively in a progressive environment with a strong emphasis on cooperation, collegiality, employee development and diversity.

Excellent communication and interpersonal skills are required along with the ability to provide effective leadership to the division and to the campus community. The ability to interact positively with both internal and external constituencies.

COMPENSATION

Salary is competitive and commensurate with qualifications, experience and proven ability. The holder of this position is an employee of the State of Louisiana and as such enjoys a generous benefits package.

APPLICATION REQUIREMENTS

Applications and nominations will be accepted until the position is filled. For initial consideration, applications should be received Monday, December 15, 2008 by 5 p.m., and should include: a) a letter that demonstrates the candidate's understanding of the position and how his/her background meets the position criteria; b) a comprehensive resume; c) three to five references and/or letters of recommendation.

Applications should be mailed to:

Chair, Vice President for Administration and Finance Selection Committee
Office of the President
P.O. Drawer 41008
Lafayette, LA 70504

Questions may be directed to Liz Landry via email: lizland@louisiana.edu

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