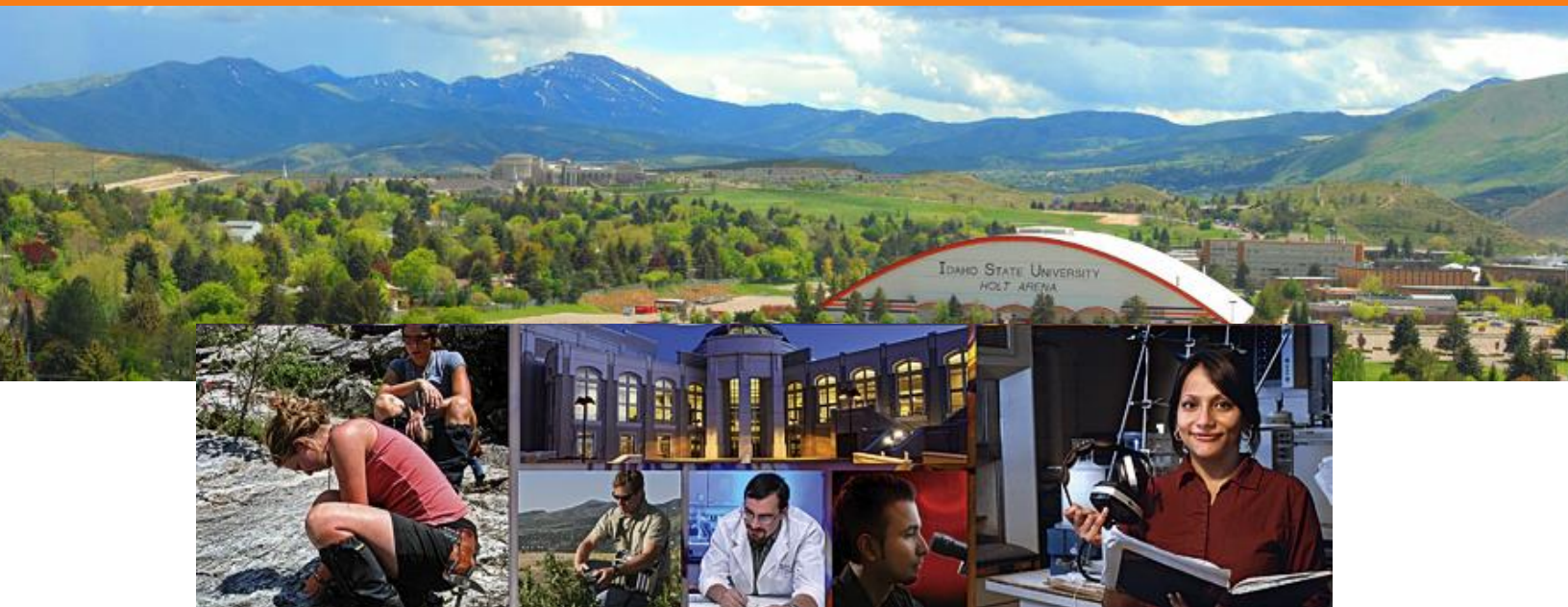


Idaho State University  
Pocatello, Idaho

Position Specifications  
Assistant Vice President for Finance and Administration

August 2014

Prepared by:  
Summit Search Solutions, Inc.



Idaho State  
UNIVERSITY

[www.isu.edu](http://www.isu.edu)

## THE INSTITUTION

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### Overview:

Idaho State University (ISU) combines exceptional academics amidst the grand natural beauty of the West. ISU faculty and students are leading the way in cutting-edge research and innovative solutions in the areas of energy, health professions, nuclear research, teaching, humanities, engineering, performing and visual arts, technology, biological sciences pharmacy and business. ISU is the state's designated lead institution in health professions and medical education.

Idaho State University, a Carnegie-classified doctoral research high and teaching institution founded in 1901, serves a diverse population by attracting students from around the world to its Idaho campuses. At the main campus in Pocatello, and at locations in Meridian, Idaho Falls and Twin Falls, ISU offers access to high-quality education in more than 280 programs. Almost 14,500 students attend ISU, receiving education and training in those programs. To read more, visit [www.isu.edu](http://www.isu.edu).

**Location:** Pocatello, Idaho

## THE OPPORTUNITY

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### The Position:

The **Assistant Vice President for Finance and Administration** serves in an advisory role on financial and business matters to the Vice President for Finance and Administration and areas of the University responsible for auxiliary enterprises. She/he will supervise the Business and Technology Center, Student Affairs University Business Officers (UBO), Athletics UBO, Facilities UBO, Research UBO, the Holt Arena Sr. Accountant, and an Administrative Assistant.

### Key Responsibilities:

- Supervises the auxiliary and Research University Business Officers.
- Serves as UBO for various other units/departments.
- Chairs the University Business Officer Council with the Assistant Vice President for Finance and Academic Affairs.
- Acts as University liaison for NCAA Certification.
- Oversees financial operations for Holt Arena.
- Serves as the Director of the Business and Technology Center and the Research Park.
- Serves as ISU's business contact/liaison with Follett Higher Education Group, which operates the University Bookstore.
- Acts as a generalist for Finance and Administration and assists the Vice President for Finance and Administration on various projects.

**Qualifications:**

- Bachelor's degree in a related field required. MBA and/or CPA preferred.
- Significant progressively responsible experience in fiscal management, accounting, and budgetary planning.
- Demonstrated success in a supervisory role.
- Significant knowledge and/or experience with necessary financial computer applications and technology.
- Strong leadership, management, communication, interpersonal and organizational skills.
- Prefer knowledge and/or experience in athletic administration and NCAA certification, student affairs administration, and/or the administration of grant/research funding.
- Prefer knowledge and/or experience in university auxiliary operations.

*Idaho State University values individuals with varying traditions, cultures, identities, expressions, orientation, religious beliefs, economic backgrounds, racial and ethnic origins. ISU believes that promoting diversity and a respectful work and learning environment is a key component to preparing students for success in a global economy. ISU strongly encourages applications from candidates who share these values.*

**PROCEDURE FOR CANDIDACY**

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Confidential review of applications will begin immediately and continue until the position is filled. Click the following link to apply and submit your CV/resume:

[Apply Now](#)

Or copy and paste the following link into your browser:

<http://summitsearchsolutions.catsone.com/careers/index.php?m=portal&a=apply&jobOrderID=4088860&portalID=5652>

**For nominations or further information:****Stephanie Fowler**

Senior Consultant

Summit Search Solutions, Inc.

Direct: 530-677-9945

[sfowler@summitsearchsolutions.com](mailto:sfowler@summitsearchsolutions.com)

**Carrie Coward**

President

Summit Search Solutions, Inc.

Direct: 828-669-3850

[ccoward@summitsearchsolutions.com](mailto:ccoward@summitsearchsolutions.com)



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## POCATELLO AND SOUTHEAST, IDAHO

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Southeast Idaho is centrally located between Salt Lake City Utah and the popular vacation destinations of Yellowstone National Park, Grand Teton National Park and Jackson Wyoming. Southeast Idaho is often thought of as the outdoor lover's paradise as it has something for everyone. The hills and the spectacular northern Rockies around Pocatello Idaho are covered with mountain bike trails as well as a wealth of outdoor activities such as camping, fishing, hiking, hunting, skiing, boating etc.

*Interesting facts about Pocatello and Idaho: (information taken from <http://www.visitidaho.org/moving-to-idaho/> and <http://www.pocatelloidaho.com/pages/LifeinPocatello/>)*

- The city of Pocatello is located in southeast Idaho and nestled at 4,448 feet in the western foothills of the Rocky Mountains along the Oregon Trail.
- Pocatello has an unusually desirable four-season climate where clear, sunny and dry is the norm.
- Residents of Pocatello enjoy the city's 32 parks, a Museum of Natural History, the Fort Hall Replica, Golf Courses, Swimming Complex, Bike & Hiking Trails, Pocatello Junction, Skate Park, and the Pocatello Zoo.
- Bannock County has a population of 82,539 and the county seat is located in Pocatello which is populated by 54,255 residents.
- Based on average housing costs, utilities, health care, transportation, groceries and other services, Idaho's cost of living is the second lowest of the 11 western states.
- Idaho has a strong and diversified economy. Manufacturing and agriculture remain top industries while high-tech, tourism, retail, healthcare, business and information services are growth sectors.
- According to FBI statistics, Idaho's crime rate is the lowest in the West. The rate of serious crime is 21.3 percent less than the national average.
- Idaho has more river miles than any other state, 3,100 miles.

*For additional information on Pocatello and Southeast Idaho, please visit:*

City of Pocatello Idaho, <http://www.pocatello.us/>  
 Idaho State Journal (local news), <http://www.idahostatejournal.com/>  
 Visit Pocatello.com, <http://www.visitpocatello.com/>  
 Greater Pocatello Chamber of Commerce, <http://www.pocatelloidaho.com/>  
 History of Pocatello, <http://www.youtube.com/watch?v=EZayOwErTg>  
 Idaho Adventures in Living, <http://www.visitidaho.org/regions/southeastern/>  
 Bannock County, <http://www.co.bannock.id.us/index.htm>

