



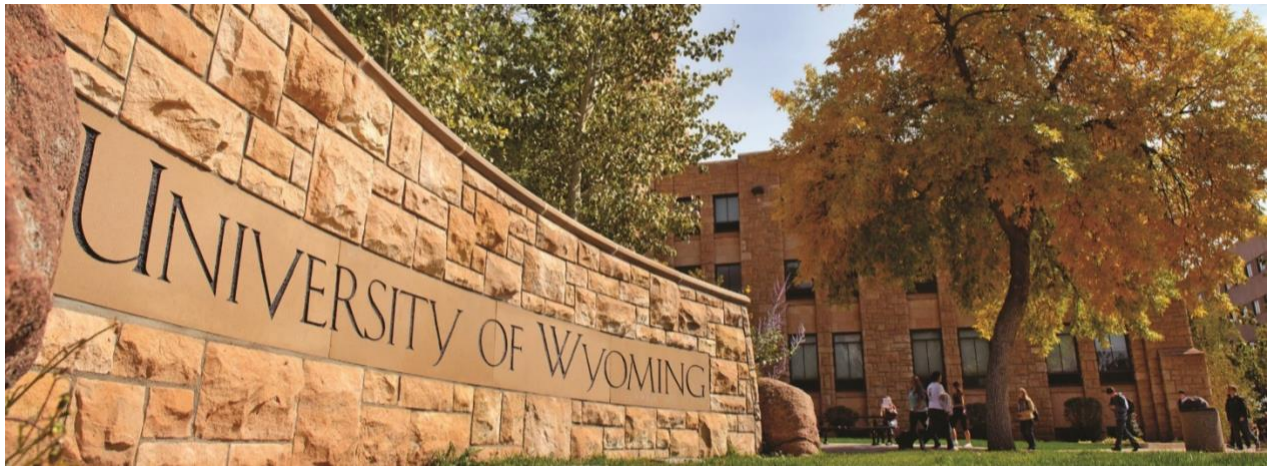
UNIVERSITY  
OF WYOMING



## POSITION PROFILE

**Vice President for Finance and Administration**  
**University of Wyoming**  
**March 2018**





## THE INSTITUTION

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Nestled amid the beauty of two mountain ranges in southeastern Wyoming, you will find a nationally recognized major teaching and research institution, the University of Wyoming (UW). Established as a land-grant institution in 1886 when Wyoming was still a territory, UW has since grown to offer 200 areas of study, drawing 12,000 students from all 50 states and 90 countries. It is known for its accomplished faculty and world-class facilities, as well as its small student/faculty ratio and quality undergraduate and graduate programs within its colleges of Arts & Sciences, Agriculture & Natural Resources, Business, Education, Engineering & Applied Science, Health Sciences, Law and the School of Energy Resources.

Throughout its existence, UW has been the only four-year university in the state of Wyoming, though it maintains close relationships with the state's seven community colleges. UW's global impact begins with innovative undergraduate and graduate research opportunities and extends through state and federal partnerships and recent initiatives such as the School of Energy Resources and the NCAR-Wyoming Supercomputing Center. UW has played important roles in the lives of students, Wyoming residents, and communities for 131 years. You can see why UW is setting the gold standard!

- UW was ranked among the nation's top colleges and universities by *US News & World Report*, *Forbes*, and *Princeton Review* in 2010.
- UW has the largest single scholarship endowment for study abroad support in the U.S.
- UW's Honors Program has been named as one of the best among public universities.
- *Outside Magazine* has recognized UW as one of the top "adventure colleges."

To learn more: <http://www.uwyo.edu>

**Location:** Located in Laramie, Wyoming, a town of approximately 31,000 with a unique blend of sophistication and western hospitality, UW not only provides an environment for success but also offers varied academic and lifestyle opportunities. Laramie is a great place to live and work as it boasts a low cost of living, low property taxes, and no personal state income tax. The area offers incredible outdoor recreational opportunities, an eclectic downtown area, and a great public school system.



## THE OPPORTUNITY

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The Vice President for Finance and Administration at the University of Wyoming reports directly to the President. As the University's chief financial and operating officer, the Vice President is responsible for the management and direction of the financial, operational, and administrative services of the University of Wyoming and serves as the Deputy Treasurer of the Board of Trustees. The Vice President for Finance and Administration provides oversight for these areas to support and enhance the academic, research, Extension, and service missions of the University.

The areas and functions for which the Vice President for Finance and Administration has direct responsibility include Financial Services (budget planning, accounting, investments, and taxes), Human Resources, University Operations (construction and planning, engineering, utilities, safety, real estate, facilities management, and auxiliary services), and Public Safety. The Vice President has responsibility for more than 380 staff in the Division of Finance and Administration; manages an operational budget of \$205.5 million; and oversees 832 acres on the Laramie campus, 188 facilities representing 7.2 million square feet, and additional property located throughout the state.

As a member of the President's Executive Council, the Vice President collaborates with other University leaders in developing and executing a broad vision and strategic plan. The Vice President will also work closely with the University's Board of Trustees, state of Wyoming officials, and representatives of other internal and external constituencies and represents the University in matters of strategic importance to UW.

The Vice President for Finance and Administration has many opportunities to play a vital leadership role on campus:

- **Facilities:** At present, \$357M of new construction or remodeling is taking place, with additional projects coming, including the need to develop a new campus student housing plan.
- **ERP System:** The campus has just launched a cutting-edge, cloud-based financial/budget and capital management system (WyoCloud) that will make business operations and data highly accessible.
- **Economic partnerships and influence within the State:** As Wyoming's only public university, there is a close working relationship with the legislature, helping drive the future of the state as it strives to diversify its economy.
- **University Strategic Plan:** The University and each of the divisions has just completed their strategic plans and are poised for implementation.

### Qualifications:

- A Master's degree or equivalent from an accredited college or university in a field related to the position. Business administration, accounting, and/or public administration preferred;
- A minimum of ten years of progressively responsible and relevant senior administrative leadership experience that includes some direct experience at an institution of higher education or university system;
- An understanding and strong commitment to the University of Wyoming's public, land-grant mission of teaching, research, Extension, and service and the interrelationship of academic and administrative units;
- Demonstrated knowledge of financial, capital, and facilities management;

- Demonstrated ability to be a part of a leadership team committed to advancing the institutional mission and strategic plan;
- Demonstrated commitment to diversity;
- Demonstrated experience in working with an institutional board of trustees or similar governance structure;
- Strong collaborative interpersonal skills and the ability to build positive and effective relationships and teams within the division and across campus with administrators, faculty, staff, students, and external constituents;
- Excellent skills in verbal and written communication and problem-solving;
- In-depth knowledge of the full range of issues addressed by an administration and finance executive in the higher education setting.

### Why Consider the Opportunity?

- **Resources.** UW is a well-resourced institution with state-of-the-art facilities and a beautiful, well-maintained campus.
- **Influence.** The University is the only university in the state and defines higher education for Wyoming; it is a major player in the state’s quest for economic diversification of the state.
- **Environment.** Warm, collegial, supportive people and work environment.
- **Leadership.** Dr. Laurie Nichols joined UW as President in May 2016. The university community is very excited about her vision for the institution.
- **Compensation.** Competitive salary and solid benefits package including a retirement benefit that features a state contribution of 13.94% of an employee’s gross salary.



*[Summit Search Solutions, Inc.](#) is a boutique executive search firm dedicated to serving education, healthcare, and not-for-profit communities nationwide. Summit has a team of experienced recruiting consultants in strategic locations across the country including Oregon, California, Arizona, New York and North Carolina.*

## PROCEDURE FOR CANDIDACY

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The University of Wyoming, in consultation with Summit Search Solutions, will review application materials as they are received. While applications and nominations will be accepted until the position is filled, interested parties are encouraged to apply by **April 4, 2018**.

To apply online, go to <https://www.highereddecisions.com/sss/> and select this vacancy. Please submit a PDF version of your curriculum vitae and letter of interest upon application. All applications and nominations will be held in confidence.

### For nominations or further information:

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*The University of Wyoming is an Equal Employment Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or protected veteran status or any other characteristic protected by law and University policy. To review the [EEO is the Law Poster](#) and its [Supplement](#), please see [The Diversity & Fairness page](#).*

*Pursuant to Wyoming State law, W.S. 19-14-102, as amended, an honorably discharged veteran who has been a resident of the state of Wyoming for one (1) year or more at any time prior to the date when the veteran applies for employment, or any surviving spouse who was married to such veteran at the time of the veteran's death, who is receiving federal survivor benefits based on the veteran's military service and is applying for employment, shall receive an interview preference during the applicant screening process with the University of Wyoming. At the time of application, the applicant must possess the business capacity, competency, education or other qualifications required for the position. If disabilities do not materially interfere with the performance of job duties, disabled veterans will be given preference over able-bodied veterans. **Appropriate documentation of veteran status must be provided at the time of application as outlined in the application process.** No preference will be given to a veteran currently employed by a public department.*

*The University of Wyoming conducts background investigations for all final candidates being considered for employment. Offers of employment are contingent upon the completion of the background check.*

*Applicants with disabilities may request an accommodation to complete the application and selection process. Please notify Human Resources at least three (3) working days prior to the date of need.*





## LARAMIE, WYOMING

Laramie, Wyoming conjures up visions of the Old West like few others can, with cattle drives, a historic downtown, prairie and mountain vistas, rodeos, guest ranches and more- whether you're looking for great food, historic walking tours or outdoor adventure. Laramie is filled with hospitality, entertainment, and excitement while providing a neighborly atmosphere and warm small town feel with a multitude of amenities and entertainment.

### *Interesting Facts:*

- Also known as the “Gem City of the Plains,” Laramie is located in the Southeastern part of Wyoming approximately 45 miles from the state capital, Cheyenne, and 130 miles from Denver, Colorado and is the county seat of Albany County.
- Laramie sits at 7,200 feet above sea level in the plains surrounded by the Medicine Bow National Forest, Vedauwoo, and the Snowy Range Mountains.
- Laramie has a 6% sales tax, but does not have corporate state income tax, personal state income tax, state inheritance tax, or manufacturing tax or equipment sales tax. It also has a low property tax, worker's compensation rates, and operating costs.
- The unemployment rate in Laramie in September of 2017 was 2.4 % (U.S. average was 6.30%).
- Laramie offers a variety of outdoor adventures with over 250 days of sunshine.
- The quality of life and amenities of Laramie attracts several types of industries to the region including cattle ranches, agriculture, technology companies, and academia.



Less than 20 minutes East of Laramie, the Vedauwoo Recreation Area boasts some of the best rock-climbing in the country. You can photograph abundant wildlife, dramatic alpine scenes, and jumbled rock formations. And with over a hundred mountain biking trails, the area around Laramie is a paradise for exploration on two wheels. If you prefer the solitude of an alpine lake or a simple walk close to town, the hiking trails around Laramie offer something for everyone. Families will find fun and exploration close to town, while backpackers can spend a week in the high country of the Medicine Bow Mountains. And in the winter, as a snow enthusiast, you can escape the crowds by exploring the forested glens and rolling meadows of the Snowy Range from the back of a snowmobile or downhill skiing. Laramie is Wyoming's favorite playground!

### *For more information on Laramie, WY please visit:*

- Visit Laramie, <http://visitolaramie.org/>
- Laramie Chamber Business Alliance, <http://laramie.org/>
- Live the West in Laramie, WY, <https://youtu.be/g48PeRSjBuY>