

# Idaho State UNIVERSITY



Position Profile

Vice President for Finance & Business Affairs

September 2018

*In partnership with Summit Search Solutions, Inc.*



## ABOUT IDAHO STATE UNIVERSITY

Idaho State University 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. To read more, visit [www.isu.edu](http://www.isu.edu).

Bringing vision and excitement to Idaho State University (ISU) this fall, is the new president, Kevin Satterlee. His administration will be one of passion, communication, and transparency for the benefit of not only the university but also its surrounding community.



ISU, a Carnegie-classified doctoral research and teaching institution founded in 1901, has a low student to teacher ratio of 14:1. As a state leader in the health sciences, ISU offers widespread health services to locals, as well as multiple degrees

Idaho State University, founded in 1901, attracts students and faculty from around the world to its four 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 250 programs. Over 12,000 students attend ISU, receiving education and training. ISU is the state's designated lead institution in health professions.

in more than 50 health-related areas, including nursing, pharmacy, physical therapy, speech pathology, and physician assistant studies. Although the health sciences are a significant area of study (26%), additional programs are also available through colleges in business, education, technology, arts and letters, and science and engineering. Education at ISU is filled with real-world experience; the \$2.1 million Career Path Internship program helps aid hundreds of students' career goals by pairing students with paid on- and off-campus jobs. In their spare time, students can choose from more than 70 student organizations, enjoy nature through the Outdoor Adventure Center, or drive to the Craters of the Moon nature preserve or the Yellowstone National Park. The Stephens Performing Arts Center on the ISU campus is nationally ranked as one of the most impressive performance venues on a university campus. It is home to the Idaho State Civic Symphony and is also host to a number of plays, concerts, recitals and art performances.

As an NCAA Division 1 school, ISU competes in the Big Sky Conference offering robust athletic programs to students such as basketball, cross-country, tennis, track and field, volleyball, softball, football, golf, and soccer. Read more: <https://isubengals.com/>



## UNIVERSITY STRATEGIC GOALS

### GOAL 1 GROW ENROLLMENT

Increase new degree-seeking students by 20% (+497) over the next five years.\*

\* Full-time certificate and undergraduate students and full and part-time graduate students.

#### *Operational Strategies*

- Emphasize relationships with high school faculty and advisors within ISU's service regions
- Provide opportunities for faculty/potential student interaction to encourage enrollment
- Communicate with managers and employees at local/regional public and private organizations to identify educational programs that would increase the potential for advancement and support professional development

### GOAL 2 STRENGTHEN RETENTION

Improve undergraduate student retention rates by 5% by 2022.

#### *Operational Strategies*

- Increase faculty awareness of their students' academic progress by alerting them when a student is failing so they can work with the students to create strategies for student success
- Increase and market student support services that measurably increase retention
- Develop programs that encourage students to identify potential career paths

### GOAL 3 PROMOTE ISU'S IDENTITY

Over the next five years, promote ISU's unique identity as Idaho's only institution delivering technical certificates through undergraduate, graduate and professional degrees.

#### *Operational Strategies*

- Educate internal and external communities of the scope

and benefits of ISU's offerings and research

- Promote ISU as providing an affordable, high-quality education that results in a high return on investment
- Demonstrate to communities the cost-benefits that emphasize what ISU brings to each community through education and research

### GOAL 4 STRENGTHEN COMMUNICATION, TRANSPARENCY, AND INCLUSION

Over the next three years, ISU will continue building relationships within the university, which is fundamental to the accomplishment of all other objectives.

#### *Operational Strategies*

- Continue creating consistent opportunities to share ideas and reach mutual understanding
- Where identified, eliminate duplication of effort in business processes, programs, and services
- Use the Institutional Effectiveness and Assessment Council planning and advisory structure to continue increasing inclusiveness, providing information, and obtaining input and feedback from students, faculty, staff, and the community members

### GOAL 5 ENHANCE COMMUNITY PARTNERSHIPS

By 2022, ISU will establish new partnerships within its service regions and statewide program responsibilities to support the resolution of community-oriented, real-world concerns.

#### *Operational Strategies*

- Partnerships will encompass a broad variety of relationships including academic to academic, ISU to business, and ISU to non-profit
- Identify and design educational programs that provide a service to the communities that ISU doesn't currently partner with
- Work with communities that have limited services and develop opportunities to create new partnerships



## THE OPPORTUNITY

### Vice President for Finance & Business Affairs

#### *Primary Purpose*

As the University's Chief Business Officer and Bursar, the Vice President will report to the President and is responsible for the management and direction of the financial, operational, and administrative functions for the University. The incumbent has responsibility and executive oversight for areas including Finance (budget, accounting, business services, procurement, investments, and taxes), Human Resources, Information Technology Services, Facilities Services, and Public Safety while supporting and enhancing the mission of the University. As a member of the President's administrative council, the VP for Finance and Business Affairs collaborates with other University leaders in developing and executing a broad vision and strategic plan. This position is uniquely tasked with leading organizational change through a renewed focus on customer service, systems and process improvement, and mission centric operations. The incumbent will work closely with the Idaho State Board of Education, State of Idaho officials, and representatives of other internal and external constituencies while representing the University in matters of strategic importance.

#### *Key Responsibilities:*

- Promotes the financial well-being of the University by overseeing budget management, monitoring appropriate investments of temporary cash balances, exercising executive control over University finances, and safeguarding all financial assets and resources of the University.
- Advises the President, senior management and members of the State Board of Education on issues relating to the financial status of the University, short-term and long-term financial objectives, policies and actions, and regulatory action affecting the University; Provides financial information at Board meetings and other State offices by preparing reports, recommendations, and related findings as required.
- Ensures the achievement of the goals and objectives of the University by overseeing the preparation of a fiscally sound budget in support of short-term and long-term planning.

- Analyze the financial details of past, current, and projected operations to identify development opportunities for areas of improvement.
- Reduces institutional liability in business operations by facilitating the access of independent auditors to applicable records, systems, and operations.
- Monitors all financial activities and details such as reserve levels to ensure that the University is compliant with all federal and state requirements and statutes.
- Responsible for the University's relationships with lending institutions, the external financial community, and external financial consultants.
- Responsible for the effective oversight, management, and protection of fiscal and capital resources in areas such as facilities, information technology, public safety, as well as human resource management.

### *Minimum Qualifications:*

- Master's degree (or equivalent degree) from an accredited college or university. Degree in business administration, accounting, finance, and/or public administration preferred;
- 10 years of progressively responsible and relevant administrative leadership experience that includes substantial experience at an institution of higher education or university system;
- Demonstrated experience in financial, capital, and resource management;
- Demonstrated ability to be a part of a collaborative leadership team committed to advancing the institutional mission and strategic plan;
- Demonstrated commitment to diversity and inclusion;
- Strong collaborative interpersonal skills and the ability to build positive and effective relationships and teams within managed units and across campus with administrators, faculty, staff, students, and external constituents;
- Excellent skills in verbal and written communication and problem-solving skills.

### *Preferred Qualifications:*

- In-depth understanding of the scope of issues addressed by an administration and finance executive in the higher education setting;
- Demonstrated experience in working with a board of trustees or similar governance structure.



## PROCEDURE FOR CANDIDACY

Confidential review of applications will begin immediately and continue until the position is filled; parties who apply by **October 14, 2018** will be given first consideration. Please submit a PDF version of your resume and cover letter outlining your interest in and suitability for this position.

To apply online, go to <https://theapplicantmanager.com/jobs?pos=su115>. Idaho State University is committed to building a diverse university community and encourages members of underrepresented groups to apply. Additional information regarding this selection process is available at <http://www.isu.edu/vpsearch>.

### *For nominations or further information:*

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*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 in preparing students for success in a global economy. ISU strongly encourages applications from candidates who share these values.*



*Summit Search Solutions, Inc. is a boutique executive search firm dedicated to serving education and nonprofit communities nationwide. Based in Asheville, NC, Summit has a team of experienced recruiting consultants in strategic locations across the country including New York, North Carolina, Arizona, California, and Oregon.*

*discover*  
**OPPORTUNITY**



## POCATELLO AND SOUTHEAST IDAHO

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 an outdoor lover's paradise which has something for everyone. Pocatello is one of the last undiscovered mountain college towns in the west. The hills and the spectacular northern Rockies around Pocatello are covered with mountain bike trails and provide access to outdoor activities such as camping, fishing, hiking, hunting, skiing, kayaking, and rock climbing.



*Interesting facts about Pocatello and Idaho:* (information is taken from) <http://www.pocatelloidaho.com/community-info/life-in-pocatello/> and <http://www.pocatello.us/>

- 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, the Idaho Museum of Natural History, the Fort Hall Replica, golf courses, a swimming complex, bike & hiking trails, Pocatello Junction, a 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 nearly 55,000 residents.
- Based on average housing costs, utilities, healthcare, 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/>

**Visit Pocatello.com,** <http://www.visitpocatello.com/>

**Greater Pocatello Chamber of Commerce,** <http://www.pocatelloidaho.com/>