



Portland State  
UNIVERSITY



POSITION PROFILE

**Vice President for  
Finance and Administration**  
March 2024





## PORTLAND STATE UNIVERSITY

Portland State University (PSU) is Oregon’s largest urban university, located in Portland, Oregon. PSU enrolls over 22,000 students and offers programs for bachelor’s, master’s, and doctoral degrees. PSU is an internationally recognized university known for excellence in student learning, innovative research, and community engagement. PSU contributes to the economic vitality, environmental sustainability, and quality of life in the Portland region and beyond. Employees describe Portland State University as a vibrant, diverse, progressive place to work and an environment that welcomes process improvement and innovation. Portland State’s 50-acre downtown campus is located in the heart of the city; a hub of culture, business, and technology, and just 90 minutes from mountains and the Oregon Coast.

Portland State is composed of 10 constituent schools and colleges, offering undergraduate degrees in 123 fields and postgraduate degrees in 117 fields. Schools at Portland State include The School of Business, College of Education, School of Social Work, College of Urban and Public Affairs, College of the Arts, College of Liberal Arts and Sciences, Maseeh College of Engineering and Computer Science, the Combined OHSU/PSU School of Public Health, the Graduate School, and the Honors College. The athletic teams are known as the [Portland State Vikings](#) and compete at the NCAA Division I Level, primarily in the [Big Sky Conference](#). See [www.pdx.edu](http://www.pdx.edu) for additional information about the institution.

Portland State University is committed to providing access and excellent education to students from all backgrounds.

- PSU is a national [College of Distinction](#), a mark of excellence earned for its pioneering University Studies program, a four-year pathway to undergraduate success.
- U.S. News & World Report ranks PSU as the [No. 1 school in Oregon for social mobility](#) due to the institution graduating the highest number of economically disadvantaged students and No. 1 in Oregon for Service Learning.
- PSU was among the first universities in the country to garner the [community engagement classification](#) from the Carnegie Foundation in 2006 and has just been recognized again for its exceptional commitment.
- Portland State has been named by Newsweek as one of [America’s Greatest Workplaces for Diversity for 2024](#).
- For the second year in a row, PSU has received the [Higher Education Excellence in Diversity \(HEED\) Award](#) from INSIGHT Into Diversity magazine.
- In 2022, PSU became an [emerging Hispanic Serving Institution \(HSI\)](#), and in fall 2023 received a [five-year grant under its Asian American Native American Pacific Islander Serving Institution \(AANAPISI\) designation](#).
- PSU recently joined more than 300 institutions nationwide as part of the [College Cost Transparency Initiative](#), making it easier for students and families to navigate the financial aid process.

As President Ann Cudd recently remarked, “PSU is truly an anchor institution: We are a powerhouse for education and the arts in this region. We are woven into the fabric of this city. We are an innovative hub of research, much of it trained on addressing Oregon’s current and future challenges. And our students — our wonderful, creative, and passionate students — will take their education out into the community and make lasting change.”

## LEADERSHIP



### **Dr. Ann E. Cudd**

President Ann E. Cudd joined Portland State in August of 2023, bringing with her an immense amount of energy and focus on the mission and values of Oregon’s urban research university. She comes to the president’s office as an accomplished academic leader and philosophy scholar whose research explores themes of oppression, economic inequality, capitalism and gender. Cudd came to Portland from western Pennsylvania where she served as Provost and Senior Vice Chancellor of the 34,000-student, five-campus University of Pittsburgh from 2018 to 2023. During her tenure at Pitt, applications increased by 60% and Cudd was instrumental in the university offering enhanced financial aid through the Pitt Success Pell Match, similar to PSU’s Tuition-Free Degree Program. She is a proven champion of racial justice and equity initiatives, including the development of an online course for incoming students on racism in America.

Cudd holds three advanced degrees from the University of Pittsburgh, including a doctorate of philosophy and master’s degrees in philosophy and economics. She also holds a bachelor’s degree in mathematics and philosophy from Swarthmore College. She has held faculty positions at the University of Kansas, Occidental College, Boston University, and the University of Pittsburgh.

Dr. Cudd, the second woman to serve as PSU’s president in its 76-year history, said her initial priorities include restoring the University’s downtown campus vitality. Dr. Cudd is keen to ensure that the University plays an active role in the city of Portland’s revival, using the example of the city’s current charter reform process and suggesting ways that PSU can act as a convener of citizens and experts to help inform and shape that effort. Getting more students to enroll at Portland State is also high on her list. “There is a national challenge in re-engaging potential students, especially among low-income and first-generation students, with higher education,” she said. “PSU is perfectly positioned to turn that around.”



### **Dr. Shelly Chabon**

Dr. Shelly Chabon was appointed Interim Provost and Vice President of Academic Affairs in August 2023. Dr. Chabon has worked in a university setting for over 35 years and has been at PSU since 2008. She formerly served as Vice Provost for Academic Personnel and Dean of Interdisciplinary General Education, as Associate Dean of Humanities and Social Sciences in the PSU College of Liberal Arts and Sciences, and as Chair and Professor in Speech and Hearing Sciences. As Vice Provost, she directed leadership training, served as a liaison with union representatives, and oversaw general education including University Studies and PSU’s Honors College.

Chabon earned a B.A. degree from Brooklyn College, an M.S. in speech-language pathology from Pennsylvania State University, an M.S. in audiology from Towson State University, a Ph.D. from the University of Pittsburgh, and completed postdoctoral studies at Howard University. She is a Fellow and former President of the American Speech-Language-Hearing Association (ASHA). Her association accolades include the Dorothy Dreyer Award for Volunteerism, the Certificate of Recognition for Outstanding Contributions in Higher Education, and Honors of the Association in 2021.

# FINANCE AND ADMINISTRATION

**Mission:** The Finance and Administration Division (FADM) serves Portland State University by:

- Keeping students at the core of our work; honoring the University's commitment to access, affordability, and inclusion.
- Embracing innovation, creativity, and collaboration to serve the University's academic mission and strategic goals.
- Supporting the full engagement of FADM employees in their work as stewards of the University's financial, human, and physical resources.
- Maintaining the highest standards of accountability and transparency.
- Ensuring the long-term viability of the University's financial and physical resources.
- Creating a safe and healthy campus for students, faculty, staff, and guests.

**Vision:** Finance and Administration supports the people and place that are Portland State University, an institution committed to impacting the community as a vibrant center for learning, scholarship, research, creativity, and community engagement.

**Values:**

- We promote inclusion and equity in all aspects of our work.
- We value our employees.
- We strive for excellence in our stewardship of institutional resources.
- We accept challenges and embrace change.

**Services:**

- **Budget Office:** The University Budget Office is responsible for the financial planning for the University. It provides guidance and assistance to the university community around the effective and efficient planning for and use of institutional financial resources.
- **Campus Public Safety:** The Campus Public Safety Office ensures that PSU is a safe, respectful, positive environment for students, faculty, and staff to learn, live, work and achieve their goals.
- **Financial Services:** University Financial Services (UFS), also known as the Controller Department, supports the University's mission of instruction and support by providing efficient and effective accounting and finance services and support for PSU faculty, staff, and students.
- **Human Resources:** The HR team is committed to providing quality service in recruitment, retention, and related areas that enable faculty and staff to contribute at the highest level to support the mission of the University.
- **Office of Information Technology:** The Office of Information Technology (OIT) empowers students, faculty, and staff through technology; they focus on promoting student success through employee success. OIT has repeatedly been recognized in national rankings among the [best places to work in IT](#).
- **Planning, Construction and Real Estate:** Planning, Construction and Real Estate (PCRE) provides leadership and oversight of the planning, development and operations of PSU's physical environment. Click [here](#) and [here](#) to learn more about some of PCRE's latest innovative initiatives.
- **Risk Management:** Risk Management minimizes the risk exposures of PSU by providing risk consulting and risk services to the PSU community, embodying a commitment to stewardship of the human, fiscal, and physical resources entrusted to PSU.
- **Student Finance:** PSU works to keep tuition as low as possible and financial aid as high as possible so that students can focus on their education and graduate with more money for their future.
- **University Place Hotel:** University Place Hotel and Conference Center is Downtown Portland's only economical hotel and affordable conference center. UPH is owned, operated and located on the PSU campus and is open to the public.



## THE POSITION

### Vice President for Finance and Administration

The Vice President for Finance and Administration is a member of the President’s Executive Committee and plays a critical leadership role in shaping the University’s future. The Vice President will possess the stamina and imagination needed to lead change in a dynamic environment with competing demands. This is a unique opportunity for a transformative leader at a pivotal moment as Portland State completes and begins to implement a new strategic plan under President Cudd’s dynamic leadership.

#### **JOB RESPONSIBILITIES**

- Providing vision and leadership for the direction of the University in partnership with fellow campus leaders. The Vice President works with other members of the Executive Committee to develop and implement strategies that further the institution’s reputation as a model urban university. They must have the ability to build and leverage collaborative relationships with faculty, staff, students, legislators, business leaders, and governmental officials. The Vice President must be committed to the academic mission of a rising urban university and embrace Portland State University’s motto, “Let Knowledge Serve the City.”
- Developing and maintaining the plans for the University district and its facilities, services, and sustainable resource practices. Portland State University has one of the largest footprints in the heart of downtown Portland; leveraging assets to improve the vitality of the district and downtown Portland is therefore an essential function of this role. The Vice President must represent the University’s interests in city and regional transportation and land use and attract investors when it is in the University’s interests.
- Managing the process of strategic budgeting and implementation. The Vice President is responsible for coordinating with campus partners to ensure the financial health and sustainability of the University and for supporting the University’s access mission and other strategic imperatives. They must create and maintain systems and processes that support the University’s budget planning and implementation, maintain fiscal stability, and promote future growth. The Vice President should be familiar with public university funding models and sources of public funding at the city, state, and federal levels and able to propose ideas for increasing public funding to support the mission of the University. The University’s total operating expenses currently are approximately \$600 million.

- Presenting budget and initiatives to stakeholders such as faculty, staff, students, the State Board of Higher Education, legislature, and Foundation Board. The Vice President must be able to readily communicate the alignment of budget and campus strategic imperatives to all stakeholders. The Vice President must have superb written, presentation, and listening skills, and diplomacy for representing the University's interests to key constituencies. Strong negotiation skills and commitment to collaboration with public sector unions are critical.
- Providing vision and leadership to the University's Budget Office; Human Resources; Financial Services; Planning, Construction, and Real Estate; Risk Management; Campus Public Safety; and the Office of Information Technology. The Vice President creates and maintains vitality between a diverse set of functional areas and key managers. Knowledge of and experience with these functions is critical to cooperative management and helping the campus achieve the most efficient and effective workflows. They must also use data and technology effectively to streamline operations.

## REQUIRED QUALIFICATIONS

- Master's degree from an accredited institution of higher education or consecutive years of equivalent senior-level leadership experience.
- Progressive leadership and management responsibilities in complex and dynamic environments, preferably including large, public organizations.
- Experience in managing financial and human resources as well as experience developing, gaining support for, and executing short- and long-term strategic plans.
- Demonstrated ability to develop creative and entrepreneurial responses to funding challenges, including successful, mission-aligned financial partnerships and ventures.
- Reputation for performing with the highest level of integrity, fairness, transparency, and ethics while effectively managing multiple and sometimes contradictory demands and expectations.
- Deep appreciation for the value of diversity, the expertise and opinions of others, and the complexity of student culture in a large urban university.
- Experience building consensus and leading change in a dynamic environment to articulate vision, foster collaboration and teamwork, and motivate others to achieve desired outcomes.
- Ability to cultivate workplace teams committed to transparency and open communication structures.
- Excellent communication skills demonstrated through writing, speaking, and active listening across multiple audiences.
- Experience with systems assessment and improvement.
- A record of support for initiatives aligned with Portland State's commitment to racial and social justice.

## Preferred Qualifications

- Experience working under collective bargaining agreements.
- Familiarity with multiple budget and funding models.
- A record of fostering successful working relationships with governing boards.
- Demonstrated understanding of the ongoing evolution of higher education technological advancement and ability to both assess technological risks and opportunities.



## INQUIRIES, NOMINATIONS AND APPLICATIONS

Confidential review of applications will begin immediately and continue until the position is filled. **Applications will be reviewed as they come in. Those received by April 15, 2024 will be given first consideration.**

**To apply, go to:** <https://theapplicantmanager.com/jobs?pos=su409>. Applicants must submit a CV, a letter of interest that details their related qualifications and vision for the role, as well as a statement (one page maximum) that describes their commitment to equity, diversity, and inclusion personally and/or professionally.

### **For more information or to offer recommendations or nominations:**

**Caitlin Hummel**

Senior Consultant  
Summit Search Solutions, Inc.  
(585) 880-7550  
[chummel@summitsearchsolutions.com](mailto:chummel@summitsearchsolutions.com)

**Lyndi Hewitt, PhD**

Senior Consultant  
Summit Search Solutions, Inc.  
(615) 423-0525  
[lhewitt@summitsearchsolutions.com](mailto:lhewitt@summitsearchsolutions.com)

*Portland State University is an affirmative action/equal opportunity employer and seeks candidates who are committed to the highest standards of scholarship and professional activities and a campus climate that supports equality, diversity, and inclusion.*



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



## ABOUT PORTLAND, OREGON

Big city excitement and small-town charm make Portland one of the most popular cities on the west coast. Situated approximately 70 miles from the Pacific Ocean where the Columbia and Willamette Rivers meet, Portland enjoys a magnificent setting, combining sparkling waterways with lush greenery rarely found in urban settings. The Portland metro area is home to approximately 2.35 million residents. Portland is widely recognized in national surveys and rankings as one of America's most livable cities.

Portland's historic old town, many galleries and museums, Saturday Market, Waterfront Park and an abundance of fine restaurants keep residents and visitors busy and satisfied. The performing arts in the area offer classical music, jazz, and blues as well as theater and dance. Portland is just a short distance from the spectacular Columbia Gorge and Multnomah Falls, windsurfing at Hood River, valley wineries, skiing at Mt. Hood, and the drama of the Oregon coast.

Portland is known for its extensive park system of more than 200 parks. These encompass such areas as the elm-shaded South Park Blocks in the downtown area and Washington Park, home of the International Rose Test Garden and a Japanese Garden. Portland's Forest Park, over 5,000 acres, is the largest park within a city in the U.S. and has nearly 80 miles of walking trails.

Portland's award-winning mass transit system is one of the most extensive and advanced in the U.S. and includes buses and the MAX, an urban light rail line, as well as a downtown transit mall.

*To learn more about Portland and surrounding areas:*

Information about Portland, OR: <https://www.travelportland.com/>  
Portland Regional Chamber of Commerce: <https://www.portlandregion.com/>  
City of Portland, OR: <https://www.portlandoregon.gov/>

