



EASTERN OREGON  
UNIVERSITY



**POSITION PROFILE  
VICE PRESIDENT FOR  
FINANCE AND ADMINISTRATION  
2024**

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## **DISCOVER THE EASTERN EDGE**

### ***Eastern Oregon University invites nominations and applications to be Vice President for Finance and Administration***

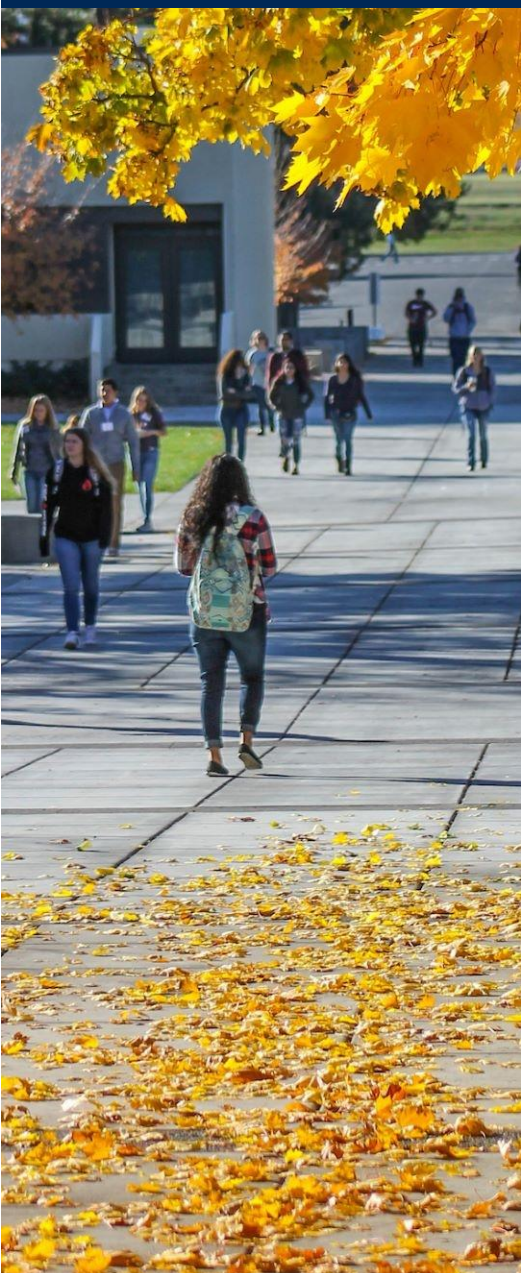
Eastern Oregon University (EOU) seeks an energetic and creative Vice President for Finance and Administration (VPFA). The VPFA provides leadership for finance, budgeting, and accounting, fostering transparency and accountability. In addition, the VPFA supervises IT, student financial aid, human resources, campus planning and facilities, and environmental health and campus safety.

The VPFA will join a leadership team that is committed to innovation to serve students in a beautiful campus setting, through online programs, and at sites throughout the state. EOU serves rural Oregon and beyond with a broad range of programs in the arts, humanities, social sciences, business, education, science, technology, and health science.

Designated by the state as Oregon's Rural University, EOU has pioneered online instruction and satellite student services centers to bring educational and career opportunities to the entire eastern Oregon, Idaho, Montana, and southeast Washington region.



# ABOUT EASTERN OREGON UNIVERSITY



## OREGON'S RURAL UNIVERSITY

Founded in 1929 and nestled in the Grande Ronde Valley at the base of the picturesque Blue Mountains, [Eastern Oregon University](#) is one of the seven state-supported four-year institutions in Oregon, and the only institution on the [eastern side of the state](#).

EOU serves a diverse community of students drawn principally from the intermountain northwest, but with a decades-long tradition of serving students from Micronesia. In addition, EOU was a national pioneer in distance education starting in the 1980s and now provides extensive online learning opportunities for students around the world. The University partners with communities and community colleges throughout the state to provide service access points for students in both urban and rural areas.

EOU's intimate academic learning environments rank high in several national publications as "Best" – best in value, best in quality, and best for students. EOU's faculty and staff are passionate about higher education and excel in understanding and addressing the educational needs of students.

## MISSION STATEMENT

Eastern Oregon University guides student inquiry through integrated, high-quality liberal arts and professional programs that lead to responsible and reflective action in a diverse and interconnected world.

As an educational, cultural, and scholarly center, EOU connects the rural regions of Oregon to a wider world. Its beautiful setting and small size enhance the personal attention its students receive, while partnerships with colleges, universities, agencies, and communities add to the educational possibilities of the region and state.

## LEADERSHIP

Following her unanimous election by the EOU Board of Trustees in May 2023, **Dr. Kelly A. Ryan** began her service as President of the University on July 1, 2023.

Accomplished in the practice and teaching of history, she is the author of two scholarly books: *Regulating Passions* and *Everyday Crimes*. Dr. Ryan's career in higher education administration and leadership spans roles as department coordinator, dean, executive vice chancellor for academic affairs, and Interim Chancellor, all at Indiana University Southeast in New Albany, Indiana.



Dr. Ryan is passionate about the power of higher education to transform lives. Her leadership vision places student success and community engagement at the center of her work.





# **EASTERN OREGON UNIVERSITY**

## **IN BRIEF**

### **STUDENTS (Fall 2023)**

- Total headcount enrollment: 2,798; 1,582 are enrolled as full-time students; 1,216 are enrolled as part-time students, many of whom are studying online; 39% are from Eastern Oregon
- 267 new first-year students enrolled at EOU in fall 2023; 43% of new first-year students are from Eastern Oregon
- 380 new transfer students enrolled at EOU in fall 2023. 20% of new transfer students are from Eastern Oregon
- 30% are first-generation college students
- 31% are Pell-eligible students
- 28% are racially or ethnically diverse
- 7% are under the age of 18; 24% are 18-21 years old; 26% are 21-24 years old; 21% are 25-34 years old; 22% are over 35 years old
- 69% are Oregon residents; 31% are non-residents

### **ACADEMIC PROGRAMS**

The University's liberal arts and professional programs are of high quality. Programs offered by the College of Education; College of Business; College of Arts, Humanities, and Social Sciences; and College of Science, Technology, Mathematics, and Health Science include undergraduate degrees offered on-campus and online, and graduate programs offered in online and in hybrid modes. Additional graduate offerings are being developed. In addition, the University offers certificate programs, pre-professional programs, and partnership programs with Oregon State University (agricultural sciences, rangeland science) and Oregon Health Sciences University (nursing).

### **ACCREDITATION**

EOU is accredited by the Northwest Commission on Colleges and Universities (NWCCU). The next NWCCU evaluation will be in the fall of 2025. Teacher preparation programs in the College of Education are accredited by the Association for Advancing Quality in Educator Preparation. Programs in the College of Business are accredited by the International Assembly for Collegiate Business Education.

## ACCOLADES

EOU regularly receives state, regional, and national recognition for the quality, value, and accessibility of its academic programs. It has recently been named a College of Distinction (2023-24) for Career Development, Affordability, Business Education and Teacher Education, as well as a Military Friendly Top 10 School (2023-24).

See a fuller listing of EOU distinctions here: <https://www.eou.edu/beta-trophy/>.

## CAMPUS LIFE

**Student Organizations.** Students at EOU are active in organizations focused on academic majors, career objectives, leadership development, social and political issues, and outdoor recreation. The Associated Students of Eastern Oregon University provides a voice for students and an avenue for student participation in important decisions.

**Residence Life and Dining Services.** Many full-time students at EOU reside in residence halls. First year students and international students in their first year in the United States are required to live in residence halls. A food service company provides food service for students, faculty, and staff.

**Student Well-Being.** EOU's Student Health and Counseling Center provides services to support the physical and mental health of EOU students.

**Athletics.** EOU offers 15 varsity sports for men (baseball, basketball, cross country, football, soccer, track and field, wrestling) and women (basketball, cross country, lacrosse, soccer, softball, track and field, volleyball, wrestling). EOU is a member of the [Cascade Collegiate Conference](#) and the [Frontier Conference](#) (football). The athletics program regularly earns recognition and accolades from the Champions of Character program of the National Association of Intercollegiate Athletics (NAIA).







# **THE LEADERSHIP OPPORTUNITY**

## **THE ROLE OF THE VICE PRESIDENT FOR FINANCE AND ADMINISTRATION**

The Vice President for Finance and Administration (VPFA) is the senior finance and administrative affairs officer for the University, reports directly to the President, and is a member of the President's Cabinet. The VPFA is responsible for ensuring the fiscal integrity of the University to help achieve its mission, strategic plan, and master plan fulfillment. The VPFA supervises six director-level direct reports and, through them, staff in the areas of business affairs, facilities management, safety and security, human resources, financial aid, and information systems. The VPFA is an ex officio member of the University Budget and Planning Committee and is the key administrative liaison to the Board of Trustees Finance and Administration Committee.

This position manages all aspects of fiscal affairs of the institution including, but not limited to, cash, accounts receivable, accounts payable, purchasing, accounting, an annual operating budget of \$59 million, capital construction, auxiliary enterprise management, administration of student financial aid, and grant and contract management. The VPFA holds responsibility for asset management, data security, risk analysis and insurance financing, compliance with federal, state, and institutional guidelines and laws, and manages the facilities and planning, information technology, risk management, human resources, and financial aid units of the University.

## **RESPONSIBILITIES OF THE VICE PRESIDENT**

The VPFA will work effectively with counterpart CFOs at Oregon public universities, with the staff of the Higher Education Coordinating Commission (HECC), and with state public policy makers.

In the areas of budget, accounting, and fiscal management, the VPFA:

- Guides and coordinates the development of the institution's operating budget, including both state appropriations and tuition/fee revenues and the expenditures supported by these and other fund sources;
- Supervises budget and expenditure oversight for other sources of funds, such as auxiliary and self-support operations; supervises forecasting, analysis and institutional fiscal research, which are integral to developing and evaluating the annual and biennial budget request and allocation decisions; and
- Oversees all accounting, reporting and fiscal control activities which ensure full and regular accountability and auditability of all institutional funds and ensure the maintenance of prudent levels of fund and cash balances for the various fund categories.

In the areas of campus planning and facilities management, the VPFA, working closely with the director of facility management and planning:

- Stewards the capital assets and overall functioning and conditions of the physical plant; is responsible for the overall maintenance and appearance of the campus, including buildings and grounds, and the planning and execution of improvements;
- Oversees campus master planning, plan updates, and design standards to guide the physical development of the campus to support EOU's mission and strategic plan;
- Guides and coordinates the development of the institution's capital budget requests over multiple biennia and involving multiple sources of funds; responsible for new capital construction and management of architectural and construction contracts; and
- Coordinates the execution of EOU Board-approved campus master plan and individual projects and their prioritization within the capital funding processes of the Governor's Office, state agencies, the Oregon legislature, and other funding sources.

In overseeing information systems technology, working with the director of information technology, the VPFA:

- Assists the director with strategic visioning and planning in sustaining present technology as well as implementing emerging technologies; and
- Assures consultation by IT staff with internal and external constituents to understand needs, successfully complete information technology projects, and solve issues including the coordination of technology planning with other Oregon public universities, community colleges and appropriate governmental agencies.

In the areas of public and environmental health and safety, and working closely with director of safety and security, the VPFA:

- Directs the planning and implementation of institution-wide safety and security measures to ensure a safe, healthful and secure environment for study, employment and visitation; and
- Assures resources are deployed to achieve compliance with a wide range of federal, state, and local statutes.

In overseeing student financial aid and student billing, the VPFA:

- Prioritizes financial aid and student billing practices that support student retention and success while ensuring University compliance with federal and state rules and regulations regarding financial aid packaging, disbursement, and reporting.

In supervising human resources, the VPFA:

- Ensures compliance with federal and state law and University policies regarding equal employment opportunity, benefits administration, employee classification, and employee evaluation, development, and discipline;
- Assists the director of human resources in workforce planning and implementing talent acquisition and retention policies necessary to support the educational and service mission of the University.

As EOU's contract and administrative procedures officer, the VPFA:

- Has delegated authority to review and sign all contracts for the University, and is responsible for seeking appropriate legal review and coordinating with EOU legal counsel on contracts; and
- Has delegated authority to monitor, manage, negotiate, and serve as the primary point of contact for contracts such as the bookstore management contract, food services contract, and other contracts as deemed necessary.

In the realms of institutional policy and accountability, the VPFA:

- Oversees the development, implementation, revision and integration of institutional finance and administrative policies subject to the approval of the President and the Board of Trustees, and collaborates with appropriate committees and VPs in the development, approval, and periodic review of EOU finance and administrative policies, rules and regulations; and
- Is responsible for clear and accurate communication and documentation of finance and administrative policies and changes to them, and continuously seeks ways to enhance accessibility, understanding and appropriate interpretation.

To support the work of the EOU Board of Trustees, the VPFA:

- Serves as the primary administrative liaison to the EOU Board of Trustees Finance and Administration Committee, which also functions as the Board's audit committee, supporting the committee's work and recommendations to the full Board concerning tuition and fees, the operating budget, capital projects, and University policy.

## **PRIORITIES FOR THE VICE PRESIDENT**

The Vice President for Finance and Administration will:

- Support decision-making and leadership by the President, the President's Cabinet, and the Board of Trustees by providing excellent visibility into the University's finances and budgets, helping EOU proactively identify and respond to financial challenges and enabling the University to move nimbly to capitalize on opportunities for enhanced revenue or reduced expenditure;
- Assist the President and President's Cabinet in examining multiple revenue and expenditure scenarios, permitting effective prioritization of budgeted funds for University priorities and knowledgeable and compliant use of restricted funds;
- Communicate effectively with on-campus, community, and state-level stakeholders about the University's budget and finances, creating transparency about the University's financial situation and plans, providing appropriate opportunities for campus input into the development and implementation of budgets, and supporting University advocacy for state appropriations;
- Support the development and execution of plans for maintenance and future development of campus facilities and grounds;
- Ensure effective strategic planning for acquisition and deployment of information technology to support instruction, student learning, research, and administration of the University; and
- Work effectively with administration, faculty, and students to create an environment for work, study, and teaching and learning that is safe and compliant with University, state, and federal rules; and
- Ensure student financial aid and student billing administration supports effective student recruitment efforts and student retention and success.



## QUALIFICATIONS

- A bachelor's degree in finance, accounting, business administration, public administration or related field. Master's degree preferred.
- Ten years of progressively more responsible experience in finance-based positions, leading to proficient use of software in database mining, financial modeling, and accounting/management.
- Five years of experience and resulting knowledge and understanding of fund accounting, financial reporting standards, and accrual basis accounting. Able to perform complex financial analysis, evaluate budget models and evaluate university-wide financial health.
- Five years of management and supervisory experience demonstrating strong interpersonal communication and problem-solving skills, reliable independent judgment in the interpretation and application of policies and procedures, ability to supervise, coach, assign, and evaluate performance of multiple employees, and ability to coordinate and effectively work with a broad range of constituents.

## DESIRED ATTRIBUTES

The next Vice President for Finance and Administration will be:

- An experienced higher education leader, knowledgeable in accounting for and use of unrestricted and restricted funds from multiple sources with multiple restrictions.
- A working manager, able to see the big picture and think strategically, but also willing to pitch in and work alongside staff.
- A leader in managing in the dynamic higher education environment, active in assessing current practices and data-driven in making changes.
- Proactive in providing guidance and support to the President and Cabinet colleagues as they make financial decisions to further the mission of EOU.
- Committed to transparent communication with the President and Cabinet colleagues, EOU faculty and staff, the Board of Trustees, and state agencies and leaders, about finance, budget, and administration issues.



# HOW TO APPLY

Acceptance of inquiries, nominations, and applications will begin immediately and continue until the completion of the search. Interested parties are encouraged to apply by September 15, 2024.

To apply online, go to: <https://theapplicantmanager.com/jobs?pos=su419>

All applications and nominations will be held in confidence.

**The Summit team managing this search includes:**



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*EOU is an EEO Employer and welcomes applications from women, members of historically underrepresented minority groups, US Veterans, and persons with disabilities. EOU is committed to providing equal opportunity in its recruitment, admissions, educational programs, activities, and employment without illegal discrimination on the basis of age, color, disability, national origin, race, marital status, religion, sex, sexual orientation, gender identity, gender expression or any status as protected by state or federal law.*



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# DISCOVER LA GRANDE, OREGON



La Grande, Oregon: Where modern amenities meet grand landscapes and exciting adventures to satisfy all the needs of the contemporary explorer. La Grande and Northeastern Oregon offer a way of life few communities can surpass. From superior healthcare systems and an excellent K-12 school system, to unique cultural experiences, La Grande is a basecamp for unforgettable experiences and unsurpassable community.

Nestled in the Grande Ronde Valley, the breathtaking views of the Blue and Wallowa Mountain ranges and the tranquil patchwork of farmland and park-like landscapes of La Grande's natural beauty never cease to dazzle the senses. EOU is four hours east of Portland and three hours west of Boise, Idaho, with close access to a regional airport in Pendleton, only forty minutes away.

Stemming from a deep agricultural history, La Grande boasts a thriving farmers market and a farm trail offering fresh goods all year long. La Grande is on an arts trail with plenty of artisan shops and visual and performing arts opportunities with multiple theaters and museums offering concerts, plays, exhibits, festivals and more.



Step out your backdoor and world-class outdoor recreation is accessible within minutes in any direction. The Mt. Emily Recreation Area offers nearly 100 miles of motorized and non-motorized trails. Across the valley, Anthony Lakes Mountain Resort offers a base elevation of 7,100 feet and some of the best (non-crowded) powder in the Northwest. If you are looking for Class III rapids, rock climbing, or just want to relax in hot springs, opportunities abound.

*To learn more about this beautiful region:*

City of LaGrande, Oregon:  
<https://www.cityoflagrande.org/>

Travel Oregon:  
<https://traveloregon.com/places-to-go/cities/la-grande/>





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