



POSITION PROFILE

Vice President for Business Services

February 2025

In partnership with Summit Search Solutions, Inc.



National University of Health Sciences

National University of Health Sciences (NUHS) was founded in 1906 as National College of Chiropractic (NCC) and remains the nation's premier institution for health science education.

NUHS is a leader in the growing field of integrative medicine and is respected worldwide for its success in balancing healing arts and science, combining broad-scope integrative medicine with patient-centered care. National University sets the standard in training for careers in health care and provides a dynamic atmosphere where students, faculty and clinicians of various complementary and alternative health professions work together in an integrative environment.

National University is an established champion of research, high admission standards, accreditation, and academic excellence for its professions. That's why students from across the globe choose NUHS to pursue higher education in health care. NUHS is forging new paths within the world of health care, based on understanding and cooperation with medical professionals from all disciplines.

NUHS has been led by Joseph P.D. Stiefel, President since 2013, who is committed to continuing the institution's focus on broad-scope primary care practice for its graduates, and deepening its commitment to integrative medicine.

National University offers several programs under various colleges, including:

College of Professional Studies

- Doctor of Chiropractic Medicine
- Doctor of Naturopathic Medicine
- Doctor of Acupuncture
- Master of Acupuncture
- Master of Acupuncture with Herbal Medicine Specialization
- Master of Science in Medical Science

Lincoln College of Postgraduate and Continuing Education

- Continuing Education Programs and Courses

NUHS FIRSTS

- First among chiropractic institutions to offer hospital experience to chiropractic students
- First to push for national accreditation of chiropractic colleges
- First to publish medically indexed and peer reviewed scientific journals

College of Allied Health Sciences & Distance Education

Undergraduate Programs:

- Bachelor of Science in Biomedical Science
- Prerequisite Program

Post-professional & Residency Programs:

- Doctor of Acupuncture Completion
- Master of Science in Advance Clinical Practice
- Master of Science in Diagnostic Imaging
- Residency Programs

National University's mission and goals assure that its pledge to educational excellence, advancing its professions, and striving for the best possible patient health care, will continue to keep the institution strong and focused. [Click here](#) to review NUHS's Mission and Goals.

National University of Health Sciences is proud to be a leader in advocating for and obtaining certification and [accreditation](#) for chiropractic education institutions and continues this commitment to full accreditation of all of its programs.

FAST FACTS

- Two diverse campus locations, located in top U.S. healthcare markets
- A 6-to-1 Student-to-Faculty Ratio
- 100+ Internship & Preceptorships
- Three NUHS Whole Health Centers (Clinics), two with a dedicated Veterans Clinic
- 25+ Student Groups & Associations
- 23,000 patients are treated at the NUHS campus clinics annually

NUHS LOCATIONS

NUHS offers two diverse locations, both in top U.S. health care markets. The VP of Business Services will be working within the Illinois campus community.

Illinois

National University is located on a lovely, 38-acre, tree-lined campus, and prides itself on providing a campus experience that helps students excel. The Illinois facilities include:

- Gross Anatomy Lab
- Anatomage Table
- Biochemistry Lab
- Herbal Dispensary
- Botanical Garden
- Whole Health Center/Clinic
- Hydrotherapy Suite
- Training and Assessment Center (TAC)
- James F. Winterstein Library
- Fitness Center



Florida

National University's DC program is currently offered at the University Partnership Center at [St. Petersburg College](#), near the vibrant city of Tampa, Florida. Phases one and two of the program are taught at the Caruth Health Education Center and the nearby South Annex, both located in [Pinellas Park](#). NUHS will be expanding its presence with a move to Oldsmar, FL, into a new facility space with classes starting in 2026. [Read more](#).



About the Business Services Division

ADMISSIONS

The Admissions department is responsible for the strategic assessment, organization and building of the recruitment and admissions function at NUHS. The department looks to continuously improve the design and implementation of policies, processes and systems geared toward enhancing the efficiency and effectiveness of the recruiting and admissions functions. The Admissions department's primary goal is to attract and admit culturally diverse, qualified students through the development of ethical and personalized recruitment strategies.

FINANCE

The Finance department is responsible for the development and maintenance of sound management of NUHS's fiscal systems to ensure internal controls and coordination with other departments. The department is directly responsible for the administration of the following functions: financial accounting, student accounts, payroll, budgeting, investments, and purchasing. The department also serves as the primary contact and liaison with external auditors.

COMMUNICATIONS AND MARKETING

The Communications and Marketing department is responsible for creating and directing content of the University website, social media plan, purchasing and placement of advertising campaigns through digital media. The department develops and implements NUHS's strategic marketing plan, for all University degree programs. The department manages institutional brand and messaging across all communication channels and provides marketing assistance and support as needed to other University departments.

The department is responsible for overseeing public relations strategy to include media engagement, press releases, web stories, and events.

FACILITIES AND SECURITY

The Facilities and Security department supervises, inspects and coordinates all functions and personnel related to maintenance, security, and custodial care of all University facilities, including off-campus locations. The department is responsible for planning and supervision of all construction projects, is responsible for supervision and maintenance of on-campus housing, and oversees campus security through an outside contractor.

MANAGEMENT INFORMATION SERVICES

The Management Information Services (MIS) department develops computer/technology solutions and audio/visual needs of the University. MIS is responsible for management oversight of NUHS data security, accomplished through using a combination of an outside vendor and internal personnel.

FINANCIAL AID

The Financial Aid department assists students in the financing of their education. The primary sources of financial aid available at National University of Health Sciences are federal loans and grants, followed by institutional grants and scholarships, work-study positions, and fellowships.



The Position

VICE PRESIDENT FOR BUSINESS SERVICES

The Vice President for Business Services serves as the chief fiscal officer of the University. The VP reports directly to the President and is responsible for all business functions of the University, including Admissions, Finance, Communications and Marketing, Facilities and Security, Management Information Systems, Financial Aid.

RESPONSIBILITIES:

- Chief advisor to the President on all business matters.
- Plan, formulate and recommend for approval by the President, business policies and programs which will further the mission of the University.
- Provide financial forecasts, capital budgeting, long-range development and financial planning for major and minor projects.
- Lead the University's audits, contracting and purchasing, budget planning and analysis, and debt management.
- Provide strategic vision to the campus facilities operations and planning, capital construction, payroll and benefits.
- Lead and supervise the annual campus budgeting processes units in a transparent and inclusive manner.
- Oversee the development and maintenance of internal controls to safeguard the financial integrity of the University and ensure compliance.
- Work closely with the President, the Vice President for Administrative Services, and the Vice President for Academic Services in the day-to-day operation of the University.
- Work cooperatively with all University constituencies for the most efficient and effective attainment of the University's mission and goals.
- Provide strategic oversight to the departments of Admissions, Finance, Communications and Marketing, Facilities and Security, Management Information Systems, Financial Aid.
- Assist President with Federal and State Legislative initiatives.
- Serve as corporate officer for the corporation in the position of Treasurer after election by Board of Trustees.
- Serve as the University's 403b Plan sponsor.
- Other duties as assigned.

QUALIFICATIONS:

Required

- Masters degree in one or more of the following: business, finance, accounting and management.
- Experience in higher education administration.
- Demonstrated leadership ability.
- Willingness to provide unqualified support of the University and its mission.
- Honesty, integrity and good moral character.

Preferred

- At least five years of supervisory experience in higher education administration.
- Experience in a small tuition-dependent institution.
- Experience in health education at the first professional level.





Procedure for Candidacy

Acceptance of inquiries, nominations, and applications will begin immediately and confidential review of applications will continue until the position is filled. Interested parties are encouraged to apply by March 30th. Please submit a PDF version of your letter of application outlining your interest/suitability for this position and a resume. Click here to apply, <https://theapplicantmanager.com/jobs?pos=su448>

For more information or to offer recommendations or nominations:



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Salary Range: The broad range is \$140,000-\$165,000. This compensation will be negotiated based on market data as well as individual's depth of knowledge and leadership experience, particularly in financial and strategic leadership experience in a higher education environment. Benefit information can be found [here](#). Car allowance of \$5,500 annually.

National University of Health Sciences is an Equal Opportunity Employer and encourages candidates from underrepresented groups to apply.



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



About Lombard and Chicago, Illinois

Lombard. NUHS is proud to call the [Village of Lombard](#), just 15 miles west of Chicago, home to its Illinois campus. Located in the heart of [DuPage](#) county, Lombard, the “Lilac Village” is rich with beautiful parks, historic sites and museums, a wide range of shopping, dining and entertainment choices, and easy access to commuter transportation to enjoy the cultural wealth of Chicago. Lombard's Metra commuter rail station allows for a quick trip to downtown Chicago and is just 17 miles from O'Hare International Airport. [Click here](#) for more information and to explore Lombard, Illinois.



Chicago. Few cities in the world can match the character and culture of Chicago. Visitors and residents alike find world-class dining, museums, entertainment, and striking architecture in the largest and most visited city in the Midwest.

As a multicultural city that thrives on the harmony and diversity of its neighborhoods, Chicago embodies the values of America's heartland. Some popular communities to explore in Chicago include Greektown, Chinatown, Ukrainian Village, and Little Italy.

Long known for theatre, jazz and blues, and every type of ethnic food, the city is home to twenty-three Michelin-starred restaurants. [Click here](#) to learn more about Chicago.

- Chicago has one of the most inclusive LGBTQ+ communities in the nation. It was named "[City of the Year](#)" by *GayCities.com*.
- [Condé Nast Traveler Readers' Choice Awards 2024](#) ranks Chicago the “Best Big City in the U.S.” for its 8th consecutive year.
- Chicago is recognized across the United States as a passionate sports town with professional teams such as Chicago Bears, Blackhawks, Bulls, Fire, Cubs, White Sox and Chicago Sky.

