

**Resolution on the Modification of the Position of Vice President
for Development and Administrative Services
to Vice President for Administrative Affairs
(#03-02/03-EX)**

- WHEREAS, Humboldt State University has experienced significant difficulties in maintaining oversight of the administration of fundraising; and
- WHEREAS, The leadership of fundraising and other advancement activities requires the full attention of an administrator to be successful; and
- WHEREAS, The recent search process for the position of Vice President for Development and Administrative Services did not identify candidates who possessed significant experience in both these areas; and
- WHEREAS, An ongoing search for a Vice President for Development and Administrative Services can be converted easily into a search for a Vice President for Administrative Affairs; and
- WHEREAS, The University requires the services of a permanent leader of its administrative affairs after having interim vice presidents for the past eight months; and
- WHEREAS, The President has agreed to extensive consultation with the university community prior to the establishment of a new administrative position to provide leadership in the area of fundraising for the advancement needs of the University; therefore, be it
- RESOLVED:** That the Academic Senate of Humboldt State University recommend that the current position of Vice President for Development and Administrative Services be changed to the position of Vice President for Administrative Affairs, reporting to the President on all matters related to the management and oversight of the business and financial affairs of the University including responsibility for the following areas: fiscal affairs, physical services; human resources; contracts, procurement and risk management; and graphic services.

VICE PRESIDENT FOR ADMINISTRATIVE AFFAIRS (Administrator IV)

Humboldt State University, located in the rural redwood forest region of the California coast range, is the northernmost of the twenty-three campuses of The California State University. A faculty of over 400, represented under a collective bargaining agreement, works with approximately 7,400 students. Humboldt State is characterized by programs of high academic quality in a setting of great natural beauty. Additional information about the University can be found at www.humboldt.edu

The campus is seeking an experienced senior administrator with a successful record of leadership and management accomplishments, high professional standards, and an energetic and collegial style. As chief financial officer of the University, the Vice President reports directly to the University President for all matters related to the management and oversight of the business and financial affairs of the University, including implementation of all fiscal policies and regulations. The Vice President is responsible for developing and supporting a high quality service orientation and ethic within his/her areas of responsibility which include: Fiscal Affairs; Physical Services; Human Resources; Contracts, Procurement and Risk Management; and Graphic Services.

As one of three vice presidents, the Vice President for Administrative Affairs is a member of the President's executive management staff and plays a key role in the development of University policy; represents and acts for the President on matters of established policy within the University and The California State University System; represents the campus in dealings with other universities and with the local communities in matters of mutual interest and concern; and accepts specific delegations and assignments requiring coordination at senior administrative levels. The Vice President manages a staff of approximately 200 persons.

Qualifications: The successful candidate will possess a Master's Degree or higher in a relevant field or have appropriate experience in a higher education system in a related position.

The successful candidate will demonstrate a record of at least eight years of progressively increasing management responsibility in a complex organization (preferably in higher education) for one or more of the following areas, and demonstrated familiarity with management issues related to the others: fiscal affairs; administrative services; and facilities management. A thorough knowledge of or extensive experience in budget development and management; government and business accounting theory and practice; and familiarity with risk management and applicable laws and regulations relating to human resource and employment equity are expected. The candidate should have experience with integrating current technology into administrative systems such as administrative and business services, human resources, and/or facilities management processes. Leadership experience in strategic planning and involvement in capital project planning are expected. Experience in a collective bargaining environment and experience in public/private partnership development are preferred.

The successful candidate must possess strong communication skills; a demonstrated commitment to promoting cultural diversity, employment equity, and staff development; the ability to establish good working relations with faculty, staff, students, business partners and other institutional constituencies.

Compensation: Salary is commensurate with the background and experience of the individual selected. The position is covered by the California State University Management Personnel Plan, and has an excellent benefits package. Under this plan, incumbents are subject to normal management reviews and serve at the pleasure of the University President.

Applications and Nominations: The search committee will begin to review nominations and applications on November 1, 2002. The search will continue until the position is filled. Each application should include a current resume, the names, addresses and telephone numbers of at least five professional references, a letter of interest, and a statement, in not more than two pages, of the applicant's view on the role and responsibilities of an administrative affairs

division within a university. Confidential background checks will be conducted. The preferred starting date for the position is January 2003. Applications and nominations should be addressed to:

**Chair, Search Committee for
Vice President for Administrative
Affairs**
c/o Human Resources Department
Humboldt State University
Arcata, CA 95521-8299
Phone: (707) 826-3626
FAX: (707) 826-3625
www.humboldt.edu/~joblist

Humboldt State University is an Equal Opportunity/Title IX Employer. Applications from and nominations of qualified women, minority candidates, Vietnam veterans and disabled persons are encouraged. Humboldt State University hires only individuals authorized to work in the United States.