UNIVERSITY OF WISCONSIN-SUPERIOR
POSITION DESCRIPTION

Working Title: Vice Chancellor for Administration and Finance
Hayes Hill Title/Level: Vice Chancellor
Position Reports To: Chancellor
Appointment: 12-month Limited Appointment, 1.0 FTE

Position Summary:
The Vice Chancellor for Administration and Finance is a member of the Chancellor's executive leadership team with responsibilities for budgetary and financial accountability and creating financial and administrative strategies to support and enhance institutional and strategic priorities. This position is uniquely tasked with leading organizational change through a renewed focus on customer service, systems and process improvement, and mission centric operations, particularly through the use of technology.

Principal Duties:
• Direct and provide financial oversight, management, and protection of the University's fiscal and capital resources, as well as financial and administrative operations including: fiscal planning; budget development and executive control; accounting; purchasing; inventory; human resources; payroll; security; facilities management; environmental safety; bookstore; contract administration; and risk management.
• Analyze the financial details of past, current, and projected operations to identify development opportunities for areas of improvement.
• Advise the Chancellor and leadership 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; serve as the chancellor's representative on various state governmental boards and authorities.
• Provide campus leadership for facilities planning and construction, capital budget planning and analysis, and appropriate internal control for fiscal and legal compliance.
• Represent the university on budgetary and administrative matters with state governments, UW System Administration, the Board of Regents, private sector and the general public.
• Maintain consultative working relationship with appropriate faculty, staff and student governance groups and committees in program and policy development.
• Other duties as assigned.

The Vice Chancellor for Administration and Finance has direct supervision over the following offices: Budget and Business Services; Human Resources; Environmental Health and Safety; Campus Safety; Facilities Management; Wessman Arena; Information Technology; Bookstore; Event Management.

Knowledge, Skills and Abilities:
• Knowledge and ability to lead organizational structure, workflow and operating protocols.
• Demonstrated strategic vision, collaboration, and service and entrepreneurial orientation in developing progressive financial and business policies and practices.
• Demonstrated leadership skills, excellent written and oral communication skills, tact and
  confidentiality.
• High professional standards and a personal code of ethics characterized by honesty, integrity,
  transparency and fairness.
• Ability to lead effectively within and across units, using collaboration, strong listening
  skills, and persuasion to guide decision-making and influence critical operations; a
  proven team player, with the ability both to advocate and to partner with others; skill as
  a negotiator and experience reviewing and realigning systems, policies and personnel;
• Ability to crystallize complex financial information into lay terms and to effectively
  articulate the university's financial vision, strengths, goals, and requirements to a wide
  range of audiences, both internal and external;
• Demonstrated success in helping to guide a complex organization through growth and
  change;
• Understanding of the collaborative role that an accounting office can play in helping
  budget managers make wise strategic and tactical decisions with resources;
• Demonstrated executive-level problem-solving and organizational skills and the ability
  to function in a complex, high demand environment, managing multiple priorities
  simultaneously;
• Commitment to embracing and enhancing equity, diversity and inclusion;
• Commitment to the mission and goals of the university, shared governance, and a willingness
  to play an active role in the life of the university.
• Ability to travel and work evening and weekends as necessary.

Required Qualifications:
• Master's degree in business, finance, economics or an advanced degree in fields
  related to the vice chancellor's responsibilities.
• Minimum of ten (10) years of progressively responsible administrative experience in an
  organization of relevant size and complexity.

Preferred Qualifications:
• Experience and expertise in strategic, comprehensive, multi-year budget
  development and implementation, in-depth knowledge of a wide variety of
  financing techniques, financial and ratio analysis, familiarity with business and
  finance operations preferably in an academic institution.
• Experience with strategic planning, facilities master planning, and the ability to apply
  critical, conceptual and strategic thinking to important financial, academic and
  administrative issues across the university.