UNIVERSITY OF WISCONSIN-SUPERIOR
VICE CHANCELLOR – ADMINISTRATION and FINANCE
POSITION DESCRIPTION

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

Position Summary:
The Vice Chancellor for Administration & 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. Personal attributes should include strategic vision, excellent leadership skills, a strong work ethic, high energy, excellent written and oral communication skills, tact and confidentiality, a sense of humor, and unquestionable integrity.

Principal Duties:
- Direct and provide financial oversight of the University's financial and administrative operations including fiscal planning, budget development and control, accounting, purchasing, inventory, human resources, payroll, security (including the University Campus Safety Department), facilities management, environmental safety, bookstore, contract administration, and risk management;
- 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;
- Serve on the chancellor’s leadership team and as the chancellor’s representative on various state governmental boards and authorities;

The Vice Chancellor Administration and Finance has direct supervision of the Administrative Officer (Budgets), Director of Business Services/Controller; Director of Human Resources, Environmental Health & Safety Officer; Director of Campus Safety; Director of Facilities Management; Director of Wessman Arena; Chief Information Officer, and Bookstore Manager.

Qualifications:
- Master’s degree in business, finance, economics or an advanced degree in fields related to the vice chancellor’s responsibilities.
- Minimum of ten years of progressively responsible administrative experience in an organization of relevant size and complexity; evidence of vision, collaboration, as well as a service and entrepreneurial orientation in developing progressive financial and business policies and practices;
- 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;
- 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;
- Experience with strategic planning, campus master planning, and the ability to apply critical, conceptual and strategic thinking to important financial, academic and administrative issues across the university;
- Understanding of the collaborative role that an accounting office can play in helping budget managers make wise strategic and tactical decisions with resources;
• Executive-level problem-solving and organizational skills and the ability to function in a complex, high demand environment, managing multiple priorities simultaneously;
• 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; as well as skill as a negotiator and experience reviewing and realigning systems, policies and personnel;
• Knowledge and understanding of a shared governance system;
• Commitment to embracing and enhancing diversity, affirmative action, and equal opportunity;
• Understanding of and commitment to the mission and goals of a liberal arts education and a willingness to play an active role in the life of the university.
• Ability to travel and work evening and weekend hours as necessary.