

Posting Date: December 19, 2007

End Date: Until filled



VICE PRESIDENT, FINANCE AND ADMINISTRATIVE SERVICES

The Utah College of Applied Technology (a member college of the Utah System of Higher Education) seeks applications for the position of Vice President of Finance and Administrative Services. The Vice President will report directly to the UCAT President.

Salary and Schedule

Type: Administration, Exempt Status
Length: Full-time, annual appointment with appropriate review
Salary Range: \$85,000 to \$95,000 annually plus benefits. Salary is commensurate with experience and education.
Schedule: Evening and some weekend assignments with travel required

Responsibilities and Duties

- Among other capacities, function as the chief financial officer and as the chief information officer for the eight-campus Utah College of Applied Technology
- Provide monthly budget information and institutional data to the UCAT President and Board of Trustees
- Oversight and control of all UCAT assets
- Management of UCAT staff
- Coordinate and provide direction to campus financial officers
- Oversee and administer implementation and development of UCAT information systems
- Provide general oversight regarding UCAT software and hardware decisions
- Assist UCAT campuses in hardware and software implementations
- Administer fiscal planning and analysis of UCAT operations
- Oversee budget request development and submission to Governor's Office and Legislature
- Liaison with Office of the Commissioner of Higher Education for fiscal and administrative issues and coordination with State Board of Regents
- Capital facilities and project management
- Institutional research and data management
- Fiscal and administrative policy development
- Human resource management functions in coordination with UCAT President
- Other duties as assigned

Minimum Qualifications

- Bachelor's degree in a related field
- Five years of related experience

Desired Qualifications

- A graduate-level degree and/or equivalent in a business-related field and/or computer science
- Background in educational accounting, a CPA is preferred.
- Significant experience in management, financial, and information technology systems
- Strong written and verbal communication skills
- Proven interpersonal skills

Salary is competitive and commensurate with qualifications and experience. Excellent benefits provided. Consideration of qualified individuals will begin immediately. To apply, provide the following items to the address or fax number below:

- Cover letter
- Completed application
- Names, job titles, and contact information for five professional references
- Writing sample
- VITA/Resume

A completed application must be submitted. The application is available for download from the web site (www.utahsbr.edu). If problems are encountered downloading the application, contact HR and request the application be mailed to you. The completed application may be submitted after the resume and letter, but the resume will not be evaluated until the application arrives.

Human Resources
Utah College of Applied Technology (UCAT)
60 South 400 West
Salt Lake City, UT 84101-1284
Fax: (801) 366-8405
hr@utahsbr.edu

The UCAT is an "Equal Opportunity Employer" and prohibits, in all employment – related practices and decisions, discrimination, harassment or prejudicial treatment against any person based on race, color, religion, national or ethnic origin, gender, pregnancy, childbirth, pregnancy related conditions, age, disability, veteran status, or otherwise as provided by federal, state or local law.

Applicants claiming veteran's or disabled veteran's preference must submit a photocopy of their honorable discharge (such as DD-214) showing dates of active service and verification of disability.

We are concerned about violence in the workplace, falsified employment applications, and employee theft. We conduct a full background check on all candidates for employment.

