



Assistant Vice President for Health Sciences Financial & Administrative Affairs

Virginia Commonwealth University seeks an experienced administrator for the position of Assistant Vice President for Health Sciences, Financial & Administrative Affairs.

VCU Health Sciences

Located on Virginia Commonwealth University's MCV Campus in Richmond, and in partnership with the VCU Health System, VCU Health Sciences is comprised of five professional schools (Allied Health Professions, Dentistry, Medicine, Nursing and Pharmacy), the Massey Cancer Center, and numerous centers and institutes. More than 4,200 students each year participate in more than 50 degree programs offered at the undergraduate, graduate and first-professional levels as well post-baccalaureate and post-master's certificate programs. The Office of the Vice President for Health Sciences ensures the effective implementation of the missions of education, research and service as they relate to the health sciences at Virginia Commonwealth University.

Assistant Vice President for Health Sciences, Financial & Administrative Affairs

VCU seeks a visionary, strategic thinker who will be an active member of the Health Sciences leadership team and will work closely with the VCU Monroe Park campus to achieve common goals. Reporting to the Associate Vice President for Health Sciences, the Assistant Vice President must provide leadership in the analysis of financial and facilities information in support of decision-making and priority-setting regarding the academic, research, and clinical programs on the MCV Campus. This will include supporting and participating in strategic planning and implementation of initiatives. The successful candidate not only will respond to requests for information but will also independently collect and analyze data and make recommendations in anticipation of decision-making processes. Preparation of high quality reports and presentations that are timely and user-friendly are critical to meeting the goals of the position. The audience for such reports and presentations include the VCU administration, government agencies, private corporations and individuals.

The Assistant Vice President will represent the Office of the Vice President for Health Sciences at high level meetings both internal and external to VCU. In addition, the successful candidate will develop strong and effective working relationships with the MCV Foundation. The person holding this position is expected to identify and prioritize work that will be needed; develop successful working relationships with individuals at various levels; keep the Vice President for Health Sciences and the Associate Vice President for Health Sciences current on financial and administrative issues including policy and legislative changes; develop systems, processes and strategies to solve and minimize future problems and to position the VPHS to take advantage of opportunities that present themselves.

Qualifications

- Master's degree in an area related to finance and/or administration
- Significant experience in finance and administration in higher education
- Excellent analytical, critical-thinking, strategic planning, and problem-solving skills
- Demonstrated ability to plan and strategize independently
- Strong interpersonal skills
- Excellent communication skills including presentation skills to both large and small groups
- Experience in supervision of direct reports

The ideal candidate will have a working knowledge of university and state budgeting processes, state procurement and capital funding processes, state and federal compliance policies, and human resources procedures. It is preferable that the candidate has experience in academic health sciences administration with a solid understanding of the complexities of different schools and clinical affiliations. It is also preferred that the successful candidate has experience in the following areas: fiscal research administration and compliance, healthcare finance and/or administration, management of capital project financing, charitable foundations, student enrollment management and business intelligence.

Application Information

Parker Executive Search is assisting Virginia Commonwealth University with this search. The Search Committee invites applications and nominations to be submitted to the search firm. Application materials should include a letter of interest, curriculum vitae, and a list of at least five references. Review of materials will begin immediately and will continue until the appointment is made. It is preferred, however, that all nominations and applications be submitted prior to March 31, 2010.

Nominations, applications, and inquiries should be submitted to:

Laurie C. Wilder, Senior Vice President and Managing Director
Katie M. Bain, Principal
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*Virginia Commonwealth University is an equal employment/affirmative action employer.
Women, minorities and persons with disabilities are encouraged to apply.*