

## **Vice President for Administration and Finance**

**Job ID:** 27345

**Location:** Guttman Community College

**Full/Part Time:** Full-Time

**Regular/Temporary:** Regular

### **POSITION DETAILS**

Guttman Community College invites applications for the position of Vice President for Administration and Finance. The Vice President for Administration and Finance provides the strategic vision and leadership to manage the College's operating and capital budgets; pursues innovative business solutions to enhance the overall effectiveness of the College's financial and administrative operations; works collaboratively with senior staff, faculty, administrators, and external constituents to achieve sustainable plans that maximize institutional goals; and is an advocate for funding Guttman Community College. Reporting to the President of the College, the Vice President is a member of the President's Cabinet and the chief advisor to the President and executive staff on fiscal and administrative affairs, and facilities operations. The Vice President is the principal liaison to The City University's system administration, government agencies, and other entities regarding fiscal, administrative and operational matters.

The Vice President oversees six major units including:

**Budget and Planning:** Responsible for financial planning and budgeting, developing models and forecasting long-term financial projections, and ensuring compliance with College, University, and State regulations.

**Campus Planning and Facilities:** Works with the University and the Dormitory Authority of the State of New York (DASNY) in matters related to the planning, programming, design, document production, cost estimation, bidding, construction, and observation of capital projects and maintenance, alteration, and repair projects. Exercises appropriate stewardship of physical resources by maintaining, managing, and operating buildings, grounds, infrastructure, assets, and utilities with emphasis on ensuring their productive use and enjoyment by present and future students, faculty, staff, visitors, and the local community.

**Environmental Health and Safety:** Provides oversight, training, and other services to reduce workplace accidents and injuries, and ensures compliance with environmental and governmental regulations.

**Financial Operations:** Strategically and collaboratively enhances the college's financial strength through fiscal analysis, monitoring, planning, and reporting, and provides business and financial services to the campus community through offices such as the Business Office, Bursar, and Facilities.

Information Technology, Security, and Infrastructure: Ensures the efficient and secure operation, maintenance and expansion of the College's technology systems and infrastructure, including networks, servers, data centers, and other hardware components. Ensures scalability and reliability of services provided to the campus community through the Office of Information Technology, and the development and enforcement of security policies and protocols to protect the college's data and information systems.

Public Safety: Maintains a safe environment for students, faculty, staff, and visitors, and directs emergency response and management on campus.

Charged with strengthening the College's ability to generate, effectively allocate, and manage resources in support of institutional goals and objectives, the responsibilities of the Vice President for Administration and Finance are within three major areas:

Fiscal Management and Resource Development: Serves as the College's Chief Financial Officer. Plans, directs, and coordinates the fiscal affairs of the College, including, but not limited to, the development of a financial strategy for the College; development and control of the operating and capital budgets, financial forecasts, and funding models; weighs aspirations against resources and evaluates the financial impact of policy options and key performance metrics for institutional planning and decision making; identifies and recommends opportunities to help the College maintain and improve its funding levels; provides expert advice along with fiscal and operational policy recommendations to the President and college leadership; and maintains reporting and operational relationships with the University Budget Office and other units of the Central office as appropriate to ensure timely compliance with relevant CUNY policies and procedures, and federal, state, and local regulations applicable to the financial and operational areas.

Continuous Improvement and Innovation: Demonstrates a continuous, proactive, and creative improvement of operations through re-engineering work processes, new technology solutions, assessment of best practices, and feedback from internal users and external customers. Also, ensures that the strategic pillars of the College are adequately supported by the budget; administrative processes are grounded in best practices; internal controls and procedures are strengthened; services are delivered efficiently and with a strong customer service focus; and divisional performance goals and targets are achieved.

Strategic Leadership: Provides strategic leadership within the context of the mission of the College and the University, the President's guidance, institutional priorities, a strong system of shared governance, and best practices in higher education to ensure the division continues to meet the highest standards; works in partnership with senior leadership and key campus constituents to organize and bridge financial and administrative data with various other data sources to promote data-informed decision-making that optimizes the use of College resources; cultivates positive working relationships across the College to build customer confidence; promotes a culture of customer service, innovation, and quality services for employees, students, and the community; represents the President on internal and external committees,

task forces, and on the boards of affiliated organizations; and participates on key College committees, including, but not limited to, the College Personnel and Budget Committee and the College Council.

The Stella and Charles Guttman Community College is a beacon of innovation and knowledge creation in higher education, a two-year college where evidence-based high-impact practices in curriculum design and delivery permeate the educational model and have yielded graduation rates that are the highest in CUNY's community college sector and above the national average. Located in midtown Manhattan, Guttman draws a culturally diverse student body from across New York City and is a federally designated Hispanic Serving Institution.

The College is committed to using a range of innovative approaches to achieve its goals and to improve student persistence, retention, completion, transfer, and job placement. The centerpiece of Guttman's educational model is an integrated first-year core curriculum, where students examine current world issues and use New York City as a living text and laboratory. Thus, connecting information and concepts across multiple disciplines, contexts, and perspectives. This immersive approach equips Guttman students with the foundation of knowledge and skills essential to their intellectual, social, civic, and professional endeavors in and beyond the classroom. The College admitted its first cohort of 300 students in August 2012 and has established Strategic Enrollment Management and Academic Master Plans to strengthen enrollment and outreach to traditional and non-traditional student populations. Before applying, candidates are strongly encouraged to visit the Stella and Charles Guttman Community College website ([www.guttman.cuny.edu](http://www.guttman.cuny.edu)) to learn more about the institution.

## **QUALIFICATIONS**

This position is in CUNY's Executive Compensation Plan. All executive positions require a minimum of a Bachelor's degree and eight years' related experience.

Additional qualifications are as follows:

- The ideal candidate will demonstrate progressively responsible and successful experience as a senior executive in higher education, government or a business organization of comparable size and complexity with financial, business, capital planning, and strategic planning responsibilities coupled with an advanced degree in a related field such as business administration, finance, accounting, or higher education administration.
- Experience in a publicly funded urban higher education institution and knowledge of New York State operations and capital budgeting processes are desirable.
- The Vice President will be a creative and energetic leader with a deep sense of integrity and an outstanding work ethic, who demonstrates an innovative, entrepreneurial, and collegial leadership style, a commitment to public higher education, and an openness of information.
- The Vice President will have the ability to proactively identify potential problems and develop alternative solutions to the challenges of managing a diverse portfolio. They will also have a successful record as a key contributor to an executive leadership team;

possess strong team-building, excellent communication and interpersonal skills, and demonstrate the ability to promote and sustain an engaged and high-performing environment.

## **CUNY TITLE**

Vice President

## **COMPENSATION AND BENEFITS**

\$175,000-\$195,000. Salary commensurate with education and experience.

CUNY's benefits contribute significantly to total compensation, supporting health and wellness, financial well-being, and professional development. We offer a range of health plans, competitive retirement/pension benefits and savings plans, tuition waivers for CUNY graduate study and generous paid time off. Our staff also benefits from the extensive academic, arts, and athletic programs on our campuses and the opportunity to participate in a lively, diverse academic community in one of the greatest cities in the world.

## **HOW TO APPLY**

### ***Previous Applicants Need Not Apply***

Before applying, candidates are asked to visit the Stella and Charles Guttman Community College "Why Work at Guttman – Model Guttman Employee" website

(<https://guttman.cuny.edu/faculty-staff/human-resources/prospectiveemployees/why-work-at-guttman/>) to learn about the many attributes of the model employee for Guttman.

Visit [www.cuny.edu](http://www.cuny.edu), access the employment page, log in or create a new user account, and search for this vacancy using the Job ID (27345) or Title (Vice President for Administration and Finance). Select "Apply Now" and provide the requested information. (<https://cuny.jobs/new-york-ny/vice-president-for-administration-and-finance/1205C4EAECD44EA0BF7CD64DF0D322E0/job/>)

In order to be considered for the position, candidates must upload, as one document, by the closing date:

- A cover letter that highlights your education and experience and what would make you a Model Guttman Employee
- An equity Statement of approximately 500 words; for more information about that questions that must be addressed please visit: <https://guttman.cuny.edu/faculty-staff/human-resources/prospective-employees/apply-interview/#1562783751506-67588d88-651b>
- Resume/CV
- Contact information for 3 professional references.

## **CLOSING DATE**

April 12, 2024; with review of resumes beginning March 28, 2024

**JOB SEARCH CATEGORY**

CUNY Job Posting: Executive

**EQUAL EMPLOYMENT OPPORTUNITY**

CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet/Disability Employer.