

**THE UNIVERSITY *of* MONTANA WESTERN**



ANNOUNCING A NATIONAL SEARCH FOR THE  
**VICE CHANCELLOR**  
OF ADMINISTRATION AND FINANCE

# VICE CHANCELLOR OF ADMINISTRATION AND FINANCE

## at The UNIVERSITY OF MONTANA WESTERN

The University of Montana Western, part of the Montana University System, has launched a national search for the **Vice Chancellor of Administration and Finance**. The Search Committee invites applications, nominations, and expressions of interest for the next financial leader of the institution.



### THE OPPORTUNITY

The University of Montana Western is a dynamic, innovative, undergraduate university with more than 60 full-time faculty and 1,500 students. Located in Dillon, in the scenic Rocky Mountains, it has been awarded numerous top national rankings for delivering high-quality, affordable education.

UM Western's 2018 budget totals nearly \$35 million. It includes a \$14.3 million general fund budget, of which \$7.8 million is allocated from the state. The university has a long history of balanced budgets. The current longtime Vice Chancellor of Administration and Finance has announced her retirement, which presents this employment opportunity.

Reporting directly to the Chancellor, Dr. Beth Weatherby, the Vice Chancellor of Administration and Finance serves as a member of the Chancellor's Cabinet and the Executive Council. The Vice Chancellor provides leadership, stewardship, and direction for the financial and administrative functions of the campus

and serves as the strategic advisor to the Chancellor on campus fiscal, operational, and administrative issues.

The Vice Chancellor leads and oversees:

- The financial health of the organization, providing clear communication on the financial position of the organization to the Executive leadership team and the Office of the Commissioner of Higher Education
- The financial services, audits, business services, contracting and purchasing, budget planning and analysis, and debt management
- The campus and auxiliary services, facilities operations and planning, capital construction, human resources, and payroll and benefits
- The development and maintenance of internal controls to safeguard financial integrity, compliance with federal, state, and system regulations and policy, campus administrative policy and procedures, enterprise risk management, and safety and security

The Vice Chancellor has direct supervision

for the departments of Business and Campus Services, Facilities Services, Financial Aid, and Payroll and Benefits and serves as the Director of Budget and Planning and Human Resources.

### QUALIFICATIONS

Candidates must have a master's degree in administration or a business-related field or currently be a CPA. A minimum of six years of progressively responsible senior leadership in a financial or administrative management role with increasing levels of demonstrated responsibility within a higher education setting, or a comparable, large, complex organization, is required.

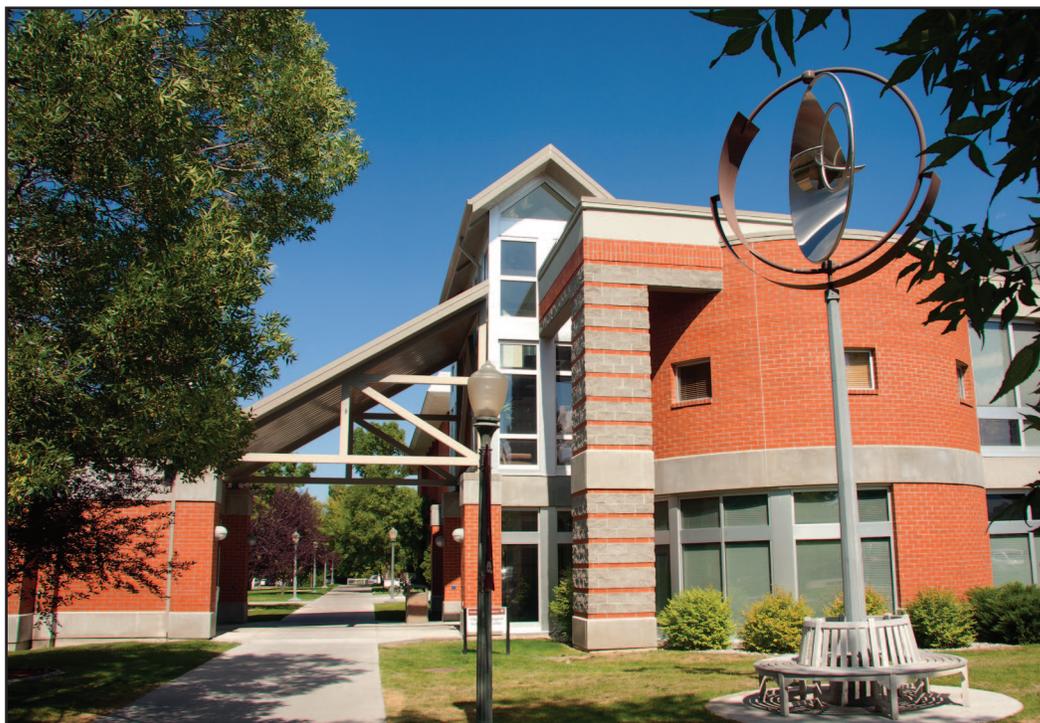
Additional requirements include:

- Demonstrated leadership in human resources, budgeting, planning & analysis, and capital project planning
- Demonstrated ability in effective planning and policy decision making
- Experience in leading and supervising senior-level directors accountable for key operational functions serving the university
- Excellent interpersonal communication skills with evidence of collaborative, ethical, team-oriented management and leadership style
- Skill in working collaboratively with community partners and government agencies



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### Mission Statement

The University of Montana Western differentiates itself and achieves academic excellence by sustaining a culture of concentrated experiential education.

- Demonstrated technical knowledge, skill, and expertise in fund accounting, financial management, and administrative operations

#### Preferred Qualifications

- Thorough knowledge or extensive experience in public sector budget development and management, government accounting, and human resources
- Seven to ten years of progressively complex and relevant leadership experience in higher education

### The University of Montana Western

Founded in 1893 as the Montana State Normal School, the University of Montana Western has a long-standing legacy in state higher education. A small university with a big difference, Montana Western values experiential learning.

Montana Western is the only public four-year U.S. college or university offering Experience One, which provides students a real-world teaching environment within single-subject, time-intensive modules.

Through this highly innovative teaching program, the university has a rich tradition of providing individualized attention for a wide variety of students across all of its disciplines.

Ranked among the top Regional Public Colleges in the West by *U.S. News & World Report*, the popular *Best Colleges* publication gave the university high marks for students graduating with the least debt, for its service to veterans, and for being a best value.

Known for having a tight-knit, caring community, Montana Western faculty, administrators, and staff emphasize the success of every student and place great value on degree completion. The university strives to maintain the highest standards possible and places significant emphasis on attracting and retaining quality faculty and staff.

Montana Western has 60 full-time faculty members, with 78 percent possessing a doctorate or other terminal degree, and 23 part-time faculty members, resulting in a student/professor ratio of 17:1. About

65 percent of the classes have fewer than 20 students, and all classes are taught by faculty.

Situated on the main campus are 15 major buildings. The first campus building was constructed in 1897, and the most recent building was built in 2003.

The Main Hall complex, including the first building on the Montana Western campus, recently underwent a multi-million dollar renovation to restore historical architectural features and improve the safety of the building. The university is raising matching funds to complete the third and final phase of the project.

The campus of Montana Western consists of approximately 39 acres, of which 30 acres lie in one block. Located approximately seven city blocks from the main campus, the unattached nine acres consist mostly of the athletic field.

The Bender Center is the University's Outdoor Education Center located at Birch Creek, approximately 20 miles north of Dillon, Montana.

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The university is home to radio station KDWG (90.9 FM, “90.9 The Dawg”), which is licensed to serve Dillon. The station is owned by Montana Western and is operated by a student staff.

Montana Western Bulldog athletics compete in the NAIA Frontier Conference. Sports programs include football, volleyball, basketball, cross country, and rodeo. UMW’s rodeo team is a member of the National Intercollegiate Rodeo Association.

### About Dillon, Montana

Southwest Montana and the Dillon area offer beautiful, unspoiled country with an abundance of mountains, lakes, forest, valleys, rivers, fish, and wildlife. Two of the country’s most magnificent national parks — Yellowstone and Glacier — are within hours of Dillon. Located about an hour and a half away is Bozeman, which features an international airport, excellent shopping and restaurants, and outdoor recreation opportunities.

Dillon is a small town with a lot to offer. The town of 4,000 people is on the Beaverhead River, a “blue ribbon” fly fishing waterway. The area offers a variety of outdoor recreation opportunities, including hiking, fly fishing, hunting, and downhill and cross-country skiing. Historic Dillon is surrounded on three sides by the Continental Divide and by seven mountain ranges.

In 2010, *Forbes* magazine named Dillon as one of “America’s Prettiest Towns.” Natural amenities and small-town charm helped earn Dillon a place in the September 2006 edition of *National Geographic Adventure’s* “31 great small towns.”

Although located in rural Montana, Dillon offers premier healthcare and education. The town has a new, state-of-the-art hospital. Dillon’s elementary and high schools are recognized as being among the top schools in the state.



### Nominations and Application Process

Confidential inquiries are welcomed; nominations are invited.

1. **To Apply** - Application packet must include:
  - a) Letter of interest
  - b) Current resume
  - c) At least three references with full contact and e-mail information (References will not be contacted without the applicant’s consent.)
2. **Submit application packet to [UMWestern@myersmcrac.com](mailto:UMWestern@myersmcrac.com)**

**Submit nominations to [UMWestern-nominate@myersmcrac.com](mailto:UMWestern-nominate@myersmcrac.com)** with full contact and e-mail information on the individual being nominated.

**For best consideration, submit application materials by March 26, 2018.**

**Kenny Daugherty**, President of **Myers McRae Executive Search and Consulting**, is assisting the University of Montana Western with this search.



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*The University of Montana Western is an equal opportunity/affirmative action employer and encourages applications from qualified women, minorities, veterans, and people with disabilities. Qualified candidates may request veterans, or disabilities preference in accordance with state law. Reasonable accommodations are provided in the hiring process for persons with disabilities. Finalists for any position will be subject to a criminal background investigation.*