



Inviting Applications and Nominations

Vice President for Finance and Administration

ALBANY STATE UNIVERSITY, one of the country's largest HBCU institutions and the largest in Georgia, seeks an experienced financial and operational administrator to serve as **VICE PRESIDENT FOR FINANCE AND ADMINISTRATION**. Reporting directly to the President, the Vice President for Finance and Administration is responsible for providing strategic leadership and oversight to the financial and business operations of the University.



VISIT ASURAMS.EDU TO LEARN MORE.

Administration / Academic Services Building, ASU West Campus

ABOUT THE UNIVERSITY

One of Georgia's educational gems, Albany State University prepares students to be effective contributors to a globally diverse society, where knowledge and technology create opportunities for personal and professional success.

Founded in 1903, Albany State University is a member institution of the University System of Georgia. Serving an increasingly diverse student body and community, ASU offers 30 baccalaureate, 12 graduate, and 14 associate degrees; and 13 certificates across 60 programs at its main campus in Albany and at branch sites as well as online. The academic programs are housed in three colleges: College of Business, Education & Professional Studies; College of Arts & Sciences; and the Darton College of Health Professions.

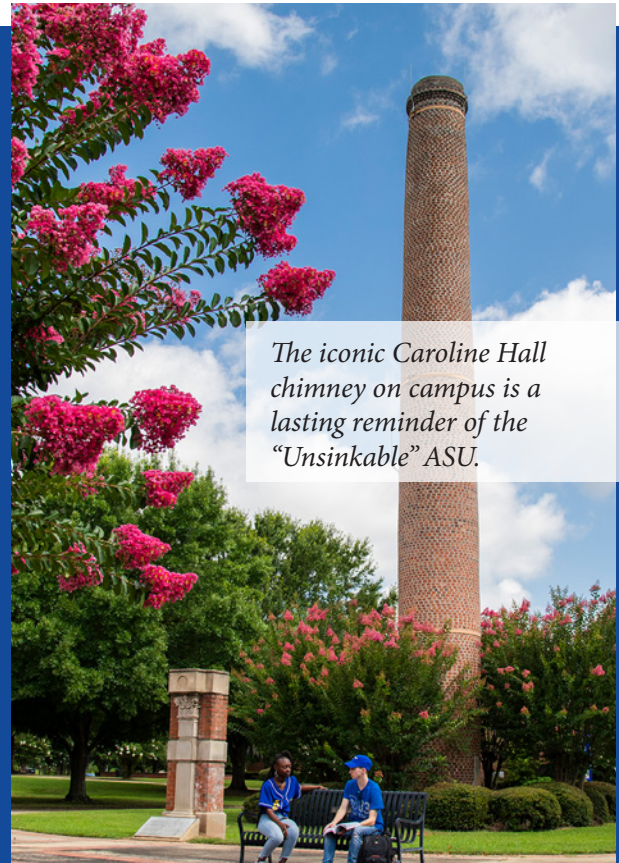
Albany State University respects and builds on the historical roots of its institutional predecessors with its commitment to access and a strong liberal arts heritage that respects diversity in all its forms and gives students the foundation they need to succeed. ASU offers the Golden RAM Guarantee, which is the University's promise to remain committed to ensuring academic excellence and student success.

One of the nation's top Historically Black Colleges and Universities, the University's mission focuses on access, equality, and diversity, ensuring all students have an opportunity to pursue a degree.

Home to 6,509 students (FTE 5,676), the ASU student body consists of both traditional and non-traditional students. More than 23% of students are first-generation college students (i.e., neither parent completed a four-year college or university degree), and more than 80% receive some form of financial aid with 55% receiving the Pell Grant.

Approximately 28% of the student population reside on campus, and the remainder (72%) are commuters. Undergraduate students account for 94% of the enrollment, and graduate students account for 6%. The University's demographic make-up includes 72% female, 27% male, and 17% over 25 years of age.

First-year students (i.e., those with 0-29 earned hours) account for 40% of the total enrollment, and sophomore students (i.e., those with 30-59 earned hours) account for 24% of the total enrollment.



The iconic Caroline Hall chimney on campus is a lasting reminder of the "Unsinkable" ASU.

ASU Mission Statement

Albany State University, a proud member institution of the University System of Georgia, elevates its community and region by offering a broad array of graduate, baccalaureate, and associate degrees, and certificate programs at its main campus in Albany as well as at strategically placed branch sites and online. Committed to excellence in teaching and learning, the University prepares students to be effective contributors to a globally diverse society, where knowledge and technology create opportunities for personal and professional success. ASU respects and builds on the historical roots of its institutional predecessors with its commitment to access and a strong liberal arts heritage that respects diversity in all its forms and gives all students the foundation they need to succeed. Through creative scholarship, research, and public service, the University's faculty, staff, students, and administrators form strategic alliances internally and externally to promote community and economic development, resulting in an improved quality of life for the citizens of Southwest Georgia and beyond.



Student Center, ASU East Campus

THE OPPORTUNITY

The Vice President for Finance and Administration (Vice President) has a critical role in developing and implementing fiscal management and operational strategies for Albany State University. This senior administrator provides strategic vision and leadership for the functional organization for the departments of Accounts Payable and Receivable, Procurement, Budget, Campus Police, Human Resources, and Business and Auxiliary Services to promote optimal services and operational efficiencies, including providing a safe environment for students, faculty, staff, and community members.

A member of the President's Cabinet, the Vice President advises the President, the Cabinet, and other key internal stakeholders on financial and budgetary matters as well as participates in the development and implementation of strategic long-term plans. The Vice President will understand how the productive and efficient operations of the Office of Finance and Administration contributes to the achievement of the University's goals and the advancement of its mission.

Leading the Office of Finance and Administration, the Vice President will lead a team of professions to achieve the goals of the University. Senior leaders reporting directly to the Vice President are the Comptroller, Director of Procurement, Director of Budgets, Bursar, Director of Auxiliary Services, Chief of Police, and Chief Human Resources Officer.

The Vice President ensures compliance with the guidelines pertaining to the Georgia Board of Regents policy manual; the University System of Georgia business procedures manual, human resources manual, and construction manual; the Official Code of Georgia, Annotated (OCGA), and other state and federal laws. These guidelines require judgment, selection, and interpretation in application by this senior administrator. The Vice President develops guidelines for the Office of Finance and Business Operations.

In addition to representing the University to external constituents, the Vice President serves as ASU's liaison to the University System of Georgia for all financial and budgetary matters.

MAJOR DUTIES

Financial Acumen and Responsibility

- Contributes to the University meeting its strategic objectives by assisting administrators and department heads in conducting financial analysis of current and proposed activities.
- Develops and implements a financial vision for the University congruent with the identity and objectives of the campuses.
- Directs the management of the university budget; ensures that resources are properly allocated to enable the University to attain its goals; prioritizes needs to fit allocated resources.

- Develops long-term and short-term budget strategies for the University.
- Prepares and maintains long-term financial forecasts for all of the University's funds.
- Monitors both short and long-term internal and external financial and operational developments to ensure that forecasts are current and accurate.
- Monitors the University's financial condition and provides budget information to budget managers, and oversees preparation of monthly financial statements for the University.
- Reports the financial condition of the University to the Board of Regents, other governmental agencies, and the university president and administrators on a regular basis.
- Oversees preparation of the annual budget whereby organizational needs are identified and consensus on priorities is obtained and translated into a financial plan.

- Develops proposals for funding for the USG and other stakeholders.

Multi-Campus Safety and Continuity

- Assists in implementing all major capital projects so that they meet the University's specifications and are completed on-time and on-budget.
- Ensures that each campus is a safe and secure learning environment for students, faculty, staff, and students.

Policies, Procedures, and Compliance

- Is responsible for the negotiation of agreements and has oversight of and maintains responsibility for financial and compliance audits.
- Implements and monitors fiscal policies and procedures; ensures institutional compliance with various laws, rules, and regulations.



Administration / Academic Services Building atrium, ASU West Campus

MINIMUM QUALIFICATIONS

- Master's degree in business or public administration, finance, or closely related field
- At least seven years of financial management experience encompassing finance, budget, accounting, and purchasing, with at least three years in a lead administrative/management position
- Minimum of five years of progressively responsible senior leadership, management, and substantial senior administrative, supervisory, and financial leadership in higher education
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, which is usually interpreted to require seven to ten years of related experience

PREFERRED QUALIFICATIONS

- Direct experience and knowledge of the University System of Georgia's policies, procedures, and practices
- Financial and facility oversight of a multi-campus university
- Professional accounting and/or business certifications
- Knowledge of Board of Regents policies and procedures
- Knowledge of State of Georgia budgetary policies

KNOWLEDGE AND SKILLS

- Responsible for being knowledgeable of USG Board of Regents policies and procedures
- Responsible for being knowledgeable of State of Georgia budgetary policies
- Knowledge of generally accepted accounting principles (GAAP)
- Knowledge of state and national issues related to higher education
- Knowledge of budget development and management principles
- Knowledge of supervisory principles and practices
- Skill in the delegation of responsibility and authority
- Skill in the operation of computers and job-related software programs
- Skill in decision making and problem solving
- Skill in interpersonal relations and in dealing with the public
- Skill in oral and written communication

EMPLOYEE BENEFITS

Albany State University is a fully accredited senior unit of the University System of Georgia. Employees receive benefits provided by the University System of Georgia, including, but not limited to, medical and major medical insurance, group life insurance, participation in the Georgia Teachers' Retirement System, optional retirement plan (faculty and exempt employees only), Social Security, and tuition assistance program after six months of employment.



MARION ROSS FEDRICK, Ed.D. UNIVERSITY PRESIDENT

Dr. Marion Ross Fedrick was appointed as the 10th president of Albany State University on August 14, 2018, by the University System of Georgia Board of Regents. She had served as both the Interim Executive Vice President and Interim President for the University since October 2017. President Fedrick is an accomplished senior leader whose proven expertise spans over 30 years. Her professional background includes higher education administration, strategic planning, crisis management, and strategic partnership management in both the private and public sectors.

President Fedrick continues to apply her diverse experiences and commitment to drive initiatives that ignite excellence. Under her leadership, the institution has undertaken several critical initiatives that include a redesign of the institution's academic colleges, approval of the University System of Georgia's first nexus degrees, and the design and implementation of the University's integrated student success model to include the creation of the Albany State University Summer Success Institute.

The intersection of President Fedrick's vision, passion, and broad leadership capabilities have placed her in key leadership roles throughout her career. In addition to her previous service as the USG vice chancellor of human resources, she has led strategic initiatives relating to effective university administration, leadership development, and all human



resources planning efforts at Clark Atlanta University, Emory University Hospitals, State of Georgia's Office of State Personnel Administration, AT&T, and the former BellSouth Corporation.

Committed to the impact of academic development, President Fedrick believes every student deserves access to an excellent and affordable education. She holds three degrees from the University of Georgia—a Doctor of Education degree in Higher Education Administration, a master's degree in Public Administration, and a bachelor's degree in Adult Education with a concentration in Organizational Development.



Daisy Brown Building, Office of the President, ASU East Campus

ASU Vision Statement

Albany State University will be a world-class comprehensive university and a powerful catalyst for the economic growth and development of Southwest Georgia. ASU will be recognized for its innovative and creative delivery of excellent educational programs, broad-based community engagement and public service, and creative scholarship and applied research, all of which enrich the lives of the diverse constituencies served by the University.



Albany State University is an equal employment, equal access, equal educational opportunity, and affirmative action institution which adheres to all federal and state civil rights laws banning discrimination in public institutions of higher education.



Albany, Georgia

Incorporated in 1838, Albany is beautifully positioned on the banks of the Flint River. More than 70,000 people call Albany home. It is the hub of Southwest Georgia for culture, shopping, education, healthcare, and recreation.

Exceptional healthcare is available on two campuses of Phoebe Putney Memorial Hospital, which was included on *Georgia Trend's* 2014 list of top teaching hospitals.

Families have the opportunity to educate their children in public or private schools. The Dougherty County School System operates 14 elementary schools, five middle schools, three high schools, and six other learning centers.

Popular attractions include the Riverfront Walk that features the Ray Charles Plaza, a tribute to the Albany native and creator of "Georgia on My Mind"; the historic Bridge House; the Municipal Auditorium; Flint RiverQuarium; Chehaw Park, a nature preserve and wild-animal park spanning 800 acres; Thronteeka Heritage Center; the Albany Museum of Art; the Albany Civil Rights Institute; and Radium Springs Gardens, which showcases Georgia's largest natural spring.



APPLICATION & NOMINATION PROCESS

Confidential applications/inquiries are welcomed, and nominations are invited.

Applications

- 1) Application packet must include:
 - a) A letter of interest
 - b) Current résumé
 - c) At least four references with full contact information including e-mails (*References will not be contacted without consent from applicant.*)
- 2) Submit application packet (preferably as PDFs) to **ASU-VPFA@myersmcrae.com**. Additional information will be requested upon receipt of application. Applications are reviewed upon submission and will be accepted until the position is filled.

Nominations

Submit nominations to:

ASU-VPFA-nominate@myersmcrae.com
with complete contact and e-mail information for the individual being nominated.

Kenny Daugherty, President of **Myers McRae Executive Search and Consulting**, is assisting Albany State University with this search.

