



## CALIFORNIA STATE UNIVERSITY, STANISLAUS

### POSITION ANNOUNCEMENT

### **Assistant Vice President, Auxiliary Services**

**California State University, Stanislaus** is seeking an experienced financial administrator with a strong background in budget, treasury and financial management to provide managerial and financial oversight of the University Auxiliary organizations. The auxiliaries are four separate not-for-profit corporations (501©3) which follow GASB and FASB rules and corporate policy. The Assistant Vice President, Auxiliary Services is a full-time, 12 month, MPP (Management Personnel Plan) position and reports to the Vice President, Business and Finance.

**THE UNIVERSITY:** California State University, Stanislaus serves the San Joaquin Valley, one of the fastest growing areas in the country. Widely recognized for its quality academic programs, the University has 10 nationally accredited programs and approximately 400 full-time faculty. The University offers 40 undergraduate majors, 23 master's programs, and seven post-graduate credentials serving 8,836 students. New instruction facilities have been built for the unique pedagogy of professional programs, laboratory sciences, and performing arts.

CSU Stanislaus was recognized by the American Association of State Colleges and Universities as one of 12 public universities nationwide that demonstrate exceptional performance in retention and graduation rates. U.S. News and World Report ranked CSU Stanislaus as one of "The Top Public Universities-Master's" institutions in the West in its America's Best Colleges ratings. The University is recognized as a Hispanic-Serving Institution (HIS) by the U.S. Department of Education, and CSU Stanislaus has received national recognition with its ranking as one of the best 366 colleges in the nation by The Princeton Review. Additional information is available at the University's web site: [www.csustan.edu](http://www.csustan.edu).

The Assistant Vice President Auxiliary Services (Assistant VP) is responsible for the managerial and financial oversight of the University auxiliaries which includes oversight of financial operations, budget review and presentation to the VP Business and Finance and to relevant boards. The Assistant VP for Auxiliaries also may represent the VP Business and Finance on the Finance Committee of the University Foundation Board and provide support and assistance to the Committee in achieving Board investment activities. The Assistant VP Auxiliary Services is responsible for assuring that all activities meet CSU Auxiliary Enterprises operating standards, accounting standards, as well as internal and external audit requirements.

***The responsibilities of the Assistant VP include, but are not limited to, the following:***

- Reviewing the financial forecasting and budgeting processes of all auxiliaries including the Auxiliary and Business Services, Associated Students, Inc., the University Student Union, and the Foundation.
- Reviewing the development of financial and business policies that relate to these auxiliaries and assuring compliance with CSU policies for Auxiliaries.
- Monitoring auxiliary expenditures and coordinating with Auxiliary organization leaders to identify any problems and define proposed solutions.
- Representing the VP Business and Finance on the committees that oversee all campus food service and bookstore operations.
- Identifying and recommending ways to enhance the revenue generation capacity of the Auxiliary organizations through new initiatives. These initiatives, whether stand alone or in partnership with external organizations, will be formulated from conception to implementation by the Assistant VP. The incumbent will have responsibility for the project oversight of such initiatives, preparation of materials to obtain the approval of the Board of Trustees and management of the implementation and maintenance of new services.
- Coordinating with the Associate VP of Financial Services to assure that the business and financial operations for the University's auxiliary and self-support operations are performed in accordance with State of California laws, CSU policies and standards, and the Chancellor's Office *Compilation of Policies and Procedures for CSU Auxiliary Organizations*.
- Assisting in the recommendation of appropriate investment and cash management strategies with the auxiliaries.
- Coordinating the activities of, and providing staff support to, the CSUS Foundation Finance Committee, and the Foundation Audit Committee.
- Providing comprehensive support to the Finance Committee of the Foundation in the operations of the Finance Committee.

***Qualifications and Knowledge, Skills and Abilities:***

- A Bachelor's degree in Business Administration or a related field required. An MBA or work related experience in progressively responsible budget, treasury or financial management positions preferred.
- Possess at least 5 years of successful experience in managing elements of a university's or public entity's auxiliary organization finance operations. Some knowledge of the treasury functions of a university or bank is preferred. Experience must demonstrate success in appropriately applying the principles and practices of ethical financial management.
- The Assistant VP must be an effective leader who can build and sustain leadership and management in campus auxiliary organization and who has a track record of sustaining cooperative working relationships across a complex and diverse organization.
- The Assistant VP must demonstrate excellent organizational, communication and operational management skills. Must be able to independently set priorities to meet the needs of the organization, and achieve the needed results.
- The Assistant VP must know and make extensive use of a variety of desktop and enterprise-wide financial software programs. The University uses the Microsoft Office desktop suite (Excel, Word, Outlook, PowerPoint), and the California State University version of PeopleSoft administrative systems (finance, human capital management – HR and Student), a variety of related or stand-alone systems, and related query tools (BRIO, etc.). It's expected that the Assistant VP will have experience using these or similar systems in previous jobs, and will quickly learn to effectively use the University's systems.

***Preferred Qualifications:***

- Experience successfully managing the financial operations of a university auxiliary or auxiliaries, preferably a public university such as one of the California State University campuses, or the CSU Chancellor's Office, is preferred, but not required.

***Salary Range:*** Competitive salary based upon experience and education. This position is in the CSU Management Personnel Plan, which provides a rich benefits package (health, dental, vision, state employee retirement, etc.). For more detailed information on management benefits please visit the following benefit web page:

[http://www.calstate.edu/Benefits/Summaries/2007\\_MPP.pdf](http://www.calstate.edu/Benefits/Summaries/2007_MPP.pdf)

***Anticipated Starting Date and Application Procedure:*** Position is open until an appointment is made. Initial screening of candidates will begin immediately. The ideal candidate will be able to start in the position as soon as possible.

Applicants should submit a resume with a cover letter addressing qualifications as well as names and contact information for five professional references to:

**California State University, Stanislaus  
Office of the Vice President, Business and Finance  
One University Circle, MSR 290  
Turlock, CA 95382**

For questions, please contact Teri Burgess at 209-667-3077, or e-mail [tburgess@csustan.edu](mailto:tburgess@csustan.edu).

**Information contained in this announcement is subject to change without notice.**

CSU STANISLAUS IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION TITLE IX/SECTION 503/504 EMPLOYER. QUALIFIED WOMEN, MINORITIES, AND PERSONS WITH DISABILITIES ARE ENCOURAGED TO APPLY. CSU STANISLAUS HIRES ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES. CLERY ACT: IN COMPLIANCE WITH THE JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CRIME STATISTICS ACT, CRIME REPORT STATISTICS ARE AVAILABLE AT

<http://web.csustan.edu/UPD/pages/CampusCrimeStatistics/index.html>.

The successful candidate must be fingerprinted and successfully pass a background check, which may include checks of employment records, criminal records, civil records, and motor vehicle records. In addition, this position is designated under the California State University's Conflict of Interest Code and will be subject to filing the Fair Political Practices Commission Form 700.