**Description**

**Compensation: $110,000 – $125,000 plus excellent benefits including generous employer contributions to medical, dental and vision premiums, and participation in the Oregon PERS retirement system.**

**We offer an opportunity for…**

A collaborative, equity-minded leader to serve as Vice President of Administrative Services (VPAS). The VPAS serves as the college’s Chief Financial Officer (CFO), and is responsible for creating, assessing, and continuously improving the policies, processes, and practices necessary to: facilitate equitable student learning and success; deliver excellent service; and accomplish the work of the administrative services division. The administrative services division includes finance, budgeting, purchasing, information technology systems, facilities and grounds, and auxiliary services, including the bookstore and food services.

**Who we are…**

Columbia Gorge Community College (CGCC) is a comprehensive community college dedicated to promoting an academic and social environment that serves the evolving needs of the vibrant and diverse communities across its district and beyond. The College aims to foster an inclusive and equitable climate where employees and students from a variety of backgrounds, cultures, and personal experiences are welcomed and can thrive. Candidates from diverse and underrepresented backgrounds are encouraged to apply.

**Mission:** CGCC prioritizes equitable access to education, empowers all students through learning, and drives inclusive prosperity throughout our community.

**Vision:**As an institution of higher education, CGCC innovates and excels, champions equity and inclusion, and nurtures belonging among our students, employees, and the community.

**Priorities:**

* Ensuring equitable access to education
* Advancing equitable student learning and educational outcomes
* Fostering economic growth, inclusive prosperity, and a thriving community

**Guiding Principles:** Open Communication, Respect, Integrity, Collaboration, and Equity and Inclusion.

**Where we are…**

Columbia Gorge Community College serves a diverse region in north-central Oregon and south-central Washington. CGCC acknowledges we are on the homelands of the Confederated Tribe of the Yakama Nation and neighboring tribes as well as the 14 bands along the Inchi I’wana (Columbia River). Our main campus is within the Columbia River Gorge National Scenic Area in The Dalles, Oregon. We also have a beautiful campus in the city of Hood River.

**What the area offers…**

Nestled in the breathtaking beauty of the Columbia River Gorge, our college offers more than just a job; it offers a unique lifestyle. Imagine waking up to stunning mountain views, enjoying outdoor adventures in your backyard, and being part of a tight-knit community dedicated to educational equity and innovation.

As a center of Native American trade for over 10,000 years and situated near the end of the Oregon Trail, the Columbia Gorge has a rich history. Much of the area is connected to agriculture, with large acreages of wheat fields, cherry, pear, and apple orchards. There are also dozens of world-class vineyards, wineries, and breweries that, together with outdoor recreation, have created a strong hospitality and tourism industry. Advanced manufacturing and information technology are expanding rapidly in the area.

Organizations like Comunidades, The Columbia River Inter-Tribal Fish Commission, Washington Gorge Action Programs, and The Next Door are representative of the groups that span the Gorge area to provide community resources and leadership. Portland is roughly an hour away, with its various urban attractions and access to international travel.

**What you will do…**

The Vice President of Administrative Services (VPAS) is responsible for leading the Administrative Services division and performs the following duties:

*Financial Operations/Services*

* Serve as the college’s Chief Financial Officer; oversee fiscal operations, evaluation, forecasting, and reporting on all budgets (e.g., operational, capital, enterprise) status and perform cost/benefit analyses.
* Monitor appropriated investments of temporary cash balances and safeguard all financial assets and resources.
* Prepare annual audit with independent auditors.
* Oversee all capital and fiscal planning affecting the college.
* Collaborate with and support the college community to develop additional revenue (grants, enterprise accounts, alternate revenue streams, etc.).
* Work collaboratively with the college community to develop and implement both short and long-term financial and operational strategies that contribute directly and indirectly to student persistence and success.

*Budgeting and Operational Planning*

* Develop administrative goals and strategies to ensure the achievement of college priorities.
* Develop short-term and long-term financial forecasts to project the college's financial health and identify potential budget challenges and opportunities.
* Maintain a strong commitment to equity-minded assessment practices, using data to inform decision-making, budgetary planning, as well as facilities, technology, and operational planning.

*Unit Leadership*

* Oversee the recruitment, evaluation, and talent management of staff within the Administrative Services unit to promote innovation, excellence, equity, inclusion, and belonging across the college community.
* Inspire a diverse group of employees through mentoring, professional development, and coaching; provide leadership, coordination, and oversight for the college's Administrative Services unit.
* Oversee management of facilities and information technology.
* Manage enterprise services, including the college bookstore and cafe.

*College Leadership*

* Foster inclusive communication and collaboration with all faculty, staff, and students to provide administrative support; develop equitable processes and procedures that support integrated strategic planning and organizational efficiency and effectiveness.
* Provide leadership and support for contract negotiations, policy monitoring, procurement, and purchasing; ensure compliance with regulatory agencies’ requirements and college policies and procedures.
* Cultivate relationships with business, community, industry, municipal, and higher education leaders; collaborate with other college leaders to design, lead, and support initiatives leveraging community partnerships and business relationships to maximize equitable learning opportunities and outcomes for all learners.
* Encourage the use of environmentally sustainable practices and procedures across the college.
* Dismantle systems and barriers to better achieve equitable student learning and outcomes.

**Requirements**

**What you (preferably) bring….**

* Demonstrated knowledge of principles and standards of fund accounting and budget audits for public colleges and universities as defined by AICPA and GASB.
* Master’s degree in Accounting, Business Administration, or related field such as business, economics, finance, management, etc.
* Experience implementing/managing Enterprise Resources Planning (ERP) software.
* Experience promoting equity-minded policies and practices; experience in responsiveness to, and understanding of, the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students and employees.

**Minimum Requirements…**

* Bachelor’s degree from an accredited institution is required, preferably in a related field such as business, economics, finance, or similar field.
* Minimum of three (3) years of senior-level experience in finance and administrative services with demonstrated technical expertise.

**Position information**

Studies have shown that women and people of color may be less likely to apply for jobs unless they meet every one of the qualifications listed. We are most interested in finding the best candidate for the job. We would encourage you to apply, even if you don't meet every one of our qualifications listed. If you are unsure whether you meet the qualifications for this position, please contact us to discuss your application.

**Open until filled. An initial review of applications will begin November 29, 2024.**

In alignment with Pay Equity principles, the starting salary is based on qualifications, experience, and internal equity.

Please include a resume and letter of interest with your application materials.