



Vice President of Finance and Operations Administrator Range 8

Work location: HIBBING CAMPUS

Minnesota North College is seeking to fill a permanent, full-time Vice President of Finance and Operations.

The Vice President of Finance and Operations is responsible for finance, facilities and operational leadership for the Minnesota North College composed of six campuses in Northeast Minnesota, including Hibbing, Itasca, Mesabi Range (Eveleth & Virginia), Rainy River and Vermilion, reporting to the Minnesota North College President.

The Vice President of Finance and Operations provides vision, leadership, and strategic direction for college-wide budget development, monitoring and forecasting, fiscal affairs, facilities, auxiliary enterprises, institutional research, information technology, risk management, and safety/security programs. This position serves on the Executive Leadership and President Leadership Teams and reports directly to the college President. As a senior leader of the college and member of the Executive Leadership team, this position provides critical input to the President on key college issues and opportunities.

This position requires occasional travel to Minnesota North College campuses.

Work Location: HIBBING Campus.

Work Hours: Monday – Friday; 40 hours per week

Salary Range: \$108,596 - \$173,093

GREAT BENEFITS PACKAGE! Includes low cost medical and dental insurance, employer paid life insurance, short- and long-term disability, pre-tax flexible spending accounts, retirement plan, tax-deferred compensation, generous vacation and sick leave, and one floating holiday and 11 paid holidays each year. Learn more at: <https://mn.gov/mmb/seqip/>

DEADLINE TO APPLY: Open until filled

Application Procedure:

Candidates with professional or lived experience in engaging diverse communities in their professional career are especially encouraged to apply.

- **External Applicants:** Applicants not currently employed by Minnesota State can access the [career site](#) to search and apply for jobs, and to check the status of applications. Those applying for a position will be prompted to create a profile in Workday. For assistance, please [contact us](#).
- **Internal Applicants:** All current college system employees will need to log in to the career site in [Workday](#) to apply for a position. Employees may also search for "Browse Jobs - Employees" in Workday via the search bar at the top to view open positions.
- **Please use Job Requisition #: JR000000440**

Please upload the following information with your application:

- Cover letter
- A current resume
- A list of three professional references with contact information
- Unofficial copies of academic transcripts and licenses (official will be required at time of hire); Foreign Transcripts will need a Foreign Transcript Evaluation (paid for by the applicant) completed. <https://www.naces.org/members>

Minimum Qualifications:

- Bachelor's degree in a relevant field.
- High level administrative experience in a medium to large organization.
- Experience in financial analysis, planning, forecasting, and budgeting with demonstrated accuracy in forecasting financial positioning; ability to analyze, interpret, and effectively communicate statistical information to internal and external customers of the college.
- Strong interpersonal/human relation skills.
- High level of skill in leadership, management, supervisory, organizational, and human relations.
- Genuine commitment to inclusiveness and shared governance in leadership and decision making.
- Knowledge of principals of continuous improvement and quality management.
- Ability to identify and address issues and concerns in a diplomatic and sensitive manner.
- Effective written and verbal communication skills.
- High degree of computer literacy, including proficiency and demonstrated ability to use technology to develop business process efficiencies.
- Commitment to diversity as well as a demonstrated ability to work successfully with persons of diverse backgrounds including sensitivity to their needs and concerns.
- Valid Minnesota Driver's License

Preferred Qualifications:

- Experience in higher education.
- Experience in college auxiliaries.
- Certified Public Accountant certification.
- Thorough understanding of the collective bargaining process and skill in the administration of collective bargaining agreements.
- Experience with facilities master planning, capital budget requests, and building construction activities.
- Experience with and commitment to sustainability, energy efficiency, and environmental stewardship.
- Knowledge of environmental safety, security operations, and emergency response planning.
- Ability to develop and maintain strong community and business relationships.

For questions regarding this posting, please contact Donna Hoag, HR: donna.hoag@minnesotanorth.edu

Minnesota North College is comprised of six campuses including Hibbing, Itasca, Mesabi Range (Eveleth and Virginia), Rainy River, and Vermilion. Our campuses are rooted in their communities' rich histories of providing access and opportunity to higher education across northern Minnesota for over 100 years. We are committed to our role as leaders in education, partnering with local schools, business and industry, and government to create opportunities for students and the region.

We look forward to continuing to serve our students, employees, and communities long into the future, and we hope you choose to *Head North* and join us as an employee for Minnesota North College!

Minnesota State Colleges and Universities is an Equal Opportunity employer/educator committed to the principles of diversity. We actively seek and encourage applications from women, minorities, persons with disabilities and veterans. All applicants must be able to lawfully accept employment in the United States at the time of employment. This document can be made available in alternative formats such as large print, Braille or audio tape by calling Carmen Bradach, Vice President of Human Resources (218) 550-2502. AA/EO, Veteran Friendly.