

# VICE PRESIDENT FOR **FINANCE AND ADMINISTRATION**



**SOUTHEAST MISSOURI**  
STATE UNIVERSITY · 1873<sup>®</sup>

# REDHAWKS HAVE **THE WILL TO DO.**



## OPPORTUNITY

Southeast Missouri State University is seeking a vice president for Finance and Administration (VPFA) to serve as its chief business officer. The VPFA will play a leadership role in maintaining and enhancing the University's financial condition while focusing available resources on implementing the mission and strategy of the University. The position will be part of an organizational culture committed to fiscal responsibility and shared governance.

Salary and benefits are competitive and commensurate with background and experience.

## ABOUT SEMO

Founded in 1873 as a teacher's college, Southeast Missouri State University has grown into a regional comprehensive university providing student-centered education with a foundation of liberal arts and sciences, experiential learning opportunities, cutting-edge technology, and exceptional instruction. Southeast is accredited by the Higher Learning Commission and 80 percent of our academic programs hold specific accreditations with various accrediting bodies around the nation. In addition to offering more than 200 degree programs, including 147 undergraduate majors and options, 50 master's and specialist's degree programs, and 20 certificate programs, SEMO continues to focus on staying ahead of changing market demands. We give every student personal support that instills a strong sense of confidence and helps them exceed their potential, so they are ready to launch tomorrow's careers today.



## CORE DUTIES + RESPONSIBILITIES

- / Serve as the University's chief financial officer, responsible to the President for financial planning and oversight of the University's \$155 million budget and other financial assets.
- / Serve as treasurer of the Southeast Missouri University Foundation.
- / Direct leadership responsibility for the Budget Office, Controllers' Office, Facilities Management, Information Technology, Human Resources, and Public Safety.
- / Lead the University's financial planning and budget processes, including operating, auxiliary, and capital budgets.
- / Maintain business policies and procedures and advocate for sound business practices throughout the University.
- / Communicate and maintain relationships with key stakeholders.

## ABOUT OUR STUDENTS + PROGRAMS

**8,099**

UNDERGRADUATE

**1,587**

GRADUATE

ALMOST ALL  
**50** STATES

**64** COUNTRIES

**73%** MISSOURI RESIDENTS

### ACADEMIC PROGRAMS

**147**

UNDERGRADUATE

**50**

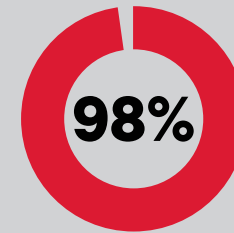
GRADUATE



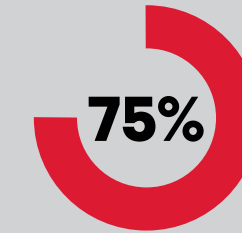
**20:1** STUDENT TO FACULTY RATIO

**30**

PROGRAM ACCREDITATIONS



98%  
OF GRADUATES ARE  
EMPLOYED OR FURTHERING  
EDUCATION WITHIN 6  
MONTHS OF GRADUATION



75%  
OF OUR STUDENTS  
QUALIFY FOR  
SCHOLARSHIPS



**15** NCAA DIVISION 1 TEAMS  
**106** CONFERENCE TITLES

**275** STUDENT ORGANIZATIONS

**800** STUDENTS IN A DIRECT STUDENT LEADERSHIP POSITION



## CHARACTERISTICS + QUALIFICATIONS

The ideal candidate will possess:

- / A personal commitment to the mission of the University.
- / Demonstrated experience in financial planning and budgeting. Audit or treasury experience will be helpful.
- / A proven record of success in planning, problem solving, and ability to think proactively, creatively, and strategically.
- / Senior-level experience in management, preferably in an institution of higher education or a similar mission-focused organization that is highly complex with multiple stakeholders.
- / Demonstrated ability to lead and develop staff and to sustain good relationships with professional colleagues.
- / Experience and knowledge of risk management and compliance.
- / Experience and knowledge of contract management and outsourcing.
- / Excellent verbal and written communication skills.
- / Demonstrated commitment to a collegial work environment.

## PERSONAL ATTRIBUTES

- / A positive thinker who sees opportunities for the institution to better serve its mission and can imagine strategies for its future success.
- / Ability to communicate effectively, with transparency, to maintain the trust of key stakeholders within the University.
- / Openness to innovation in both academic programs and administrative operations.





## CHALLENGES + OPPORTUNITIES

The University is actively identifying and implementing strategies that align with the existing Strategic Action Plan that have the greatest potential to improve institutional performance and mobilize the campus community to action.

Southeast is seeking a leader who will use their critical leadership role as the VPFA to support and advance the University's mission, vision, and plan for the future.

- / Work with the president and senior leadership to develop and implement strategies for strengthening the financial sustainability of the University.
- / Identify and act upon opportunities to improve the retention of faculty and staff.
- / Prioritize critical facilities and infrastructure investments and lead campus master planning efforts.
- / Enhance information management systems and processes to meet needs for security, flexibility, program effectiveness, and efficiency of operations.
- / Assist in creating a culture supportive of innovation and growth to achieve established enrollment and net revenue goals.
- / Assist in aligning program offerings with market demand and net revenue potential.
- / Appoint and develop key managers within the Finance and Administration area.
- / The audited financial statements for the University and its Foundation can be found at [semo.edu/controller/financial\\_reports.html](https://semo.edu/controller/financial_reports.html).



## CAMPUS + FACILITIES

Southeast Missouri State University, located in the vibrant city of Cape Girardeau, encompasses a scenic 328-acre campus featuring a blend of historic charm and modern innovation. The heart of the campus is Academic Hall, a grand structure built in 1906, which stands as a symbol of SEMO's enduring legacy and commitment to academic excellence. Modern facilities like the River Campus for the arts and the cutting-edge Robert A. Dempster Hall for business and computing provide students with state-of-the-art learning environments. The campus is designed to support a diverse range of academic disciplines, with specialized spaces such as the Otto and Della Seabaugh Polytechnic Building for technology and engineering. Recent renovations to Magill Hall and the creation of the International Village demonstrate SEMO's dedication to providing contemporary and inclusive spaces for all students. The picturesque campus, framed by the natural beauty of the Mississippi River and nearby trails, offers a dynamic and inspiring setting for students to pursue their educational goals and engage in a vibrant campus life.



# ABOUT THE REGION

Cape Girardeau, located in southeastern Missouri, serves as a cultural and economic hub for the region, with a population of around 40,000 residents. This riverside city offers the perfect blend of small-town warmth and metropolitan amenities. Positioned along the Mississippi River, Cape Girardeau boasts breathtaking natural beauty with scenic river views, lush parks, and historic sites. The city provides numerous opportunities for outdoor recreation, including hiking, boating, and fishing, thanks to its abundant green spaces and proximity to the river. Approximately 115 miles from both St. Louis and Memphis, Cape Girardeau enjoys the benefits of a strategic location, making it easily accessible while retaining its unique charm and affordability. The area is rich in history and culture, featuring a vibrant downtown with a mix of boutique shops, restaurants, and entertainment venues. The River Campus of Southeast Missouri State University adds to the cultural tapestry, offering performances, galleries, and events that enrich the community. Cape Girardeau is also known for its excellent healthcare facilities, with Mercy Southeast and Saint Francis Medical Center providing top-tier medical services. More information about Cape Girardeau can be found at Visit Cape and the Cape Girardeau Chamber of Commerce.



## PROCESS FOR CANDIDACY

All nominations, inquiries, and applications will be received and evaluated in full confidence. The Search Committee will begin a review of applications immediately and continue its work until an appointment is made. For best consideration, application materials should be received by September 2, 2024. Application materials should be submitted through the AGB Search portal system: [SEMO Vice President for Finance and Administration](#) and must include the following:

- / A letter of interest stating how the candidate's experiences and qualifications connect with the desired leadership attributes and themes stated in the profile.
- / Curriculum vitae/resume.
- / Five professional references with email addresses and telephone numbers. References will not be contacted without prior authorization from the candidate.

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Nominations and inquiries should be sent to [SEMO-VPFA@agbsearch.com](mailto:SEMO-VPFA@agbsearch.com)

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*Southeast Missouri State University is an Equal Employment Opportunity, Affirmative Action Employer*



**SOUTHEAST MISSOURI**  
**STATE UNIVERSITY · 1873<sup>®</sup>**

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