



Purchase College

STATE UNIVERSITY OF NEW YORK

Vice President for Administration

Purchase College, State University of New York, a highly regarded public, arts and liberal arts college in Purchase, New York, seeks a Vice President for Administration.

The College: Purchase's mission is to bring together students in liberal arts, sciences, and conservatory arts programs in a vibrant, creative community where in-depth knowledge grows from open-minded engagement, questioning boundaries, and inspiring possibility.

The college's motto, Think Wide Open, embodies a truly distinctive educational environment where students in rigorous programs in both the liberal arts and sciences and in professional conservatory training programs inspire, inform, and collaborate with one another and with faculty members who are among the most accomplished in their fields worldwide. The Institution's proximity to New York City coupled with professional faculty connections afford Purchase College students incomparable opportunities to perform, exhibit, research, and learn.

Purchase College serves approximately 3,200 undergraduate and graduate students. Nearly 70% of undergraduate students live on campus. Out-of-state students represent approximately 15% of the undergraduate student population. International students make up 4% of undergraduate and nearly 20% of graduate students. First-generation undergraduate students approach 16%, and 32% of all undergraduates are PELL-eligible. The college prides itself on its diversity: nearly 13% of students are African American, more than 26% Hispanic, and 4% Asian. Purchase offers its students 47 undergraduate majors, 32 minors, four graduate programs in the arts, and artist diplomas and performers certificates. In February 2021, Purchase College was designated as a Hispanic Serving Institution (HSI). The college was listed as one of the Top Ten Liberal Arts Colleges by U.S. News and World Report in its 2022 college guide. The college was also listed as one of the top 20 institutions of value in the nation according to the Fiske Guide Colleges Best Buys of 2022.

Known for its dedication to civic engagement, social justice, and sustainability, the college has recently adopted the U.N.'s Sustainable Development Goals, which provide a framework and inspiration for activities, research, and programs both in and outside the classroom.

Founded to be the “cultural gem of the SUNY system,” the college is home to the Neuberger Museum of Art, one of the most important academic museums in the US, as well as The Performing Arts Center, one of the biggest, professional non-profit arts presenters in the region.

As part of the college's commitment to life-long learning, Purchase will soon welcome Broadview, Senior Living at Purchase College. This senior learning community will be home to active, engaged seniors and will expand intergenerational learning opportunities. For more information about Broadview, see: www.purchase.edu/broadview. To find out more about Purchase College please visit: www.purchase.edu.

The Position: The Vice President for Administration (VPA) reports to the President, serves as a member of the President's Cabinet, and works across the Purchase College community to ensure that resources are aligned effectively with the mission and strategic plan of the college. The VPA ensures fiscal accountability and leads strategic discussions related to the budget within the context of the fiscal landscape. The VPA also provides critical leadership for high quality service delivery to the college and the ongoing maintenance of a strong internal control and risk management environment. The VPA acts as the primary liaison to the SUNY System Administration, serving as a member of the State University Business Officers Association (SUBOA). S/he/they also serve as the primary liaison to all other NYS agencies overseeing fiscal, administrative, and operational matters, and ensures compliance with related SUNY and campus policies and procedures, including the development of such, as deemed necessary. Areas and responsibilities under the VPA's purview include Finance, Accounting, and Budgeting; Capital Planning and Construction; Facilities Management; Mailroom Operations; Procurement; Accounts Payable; Human Resources; Internal Controls; Environmental Health and Safety and Sustainability; Charitable and Related Entities fiscal oversight including Housing Corporations I and II; revenue derived from the Broadview Senior Living Community; and Auxiliary Services. Representing those areas, the VPA also demonstrates a strong commitment to shared campus governance, and represents the college on internal and external boards and committees, such as the Budget Planning and Assessment Committee (BPAC). Overall, the VPA provides strong, collaborative leadership for strategic and fiscal planning and is a critical and collaborative leader at Purchase College.

Qualifications: The successful candidate will have at least ten years of experience in progressive, successful leadership positions in related areas. S/he/they will have demonstrated leadership and management experience in budget and capital planning and development in an institution of public higher education. S/he/they must also be able to problem solve with a participatory but decisive management style.

The successful candidate will possess excellent interpersonal communication skills and a transparent and collaborative approach to team building. Also required is the ability to lead multiple operational areas to support the mission of the college; an appreciation for shared governance; a demonstrated commitment to diversity, equity, inclusion, and belonging; experience and understanding of the mission, challenges, and governance in four-year liberal arts colleges that are part of large public higher education institutions; and skill in working collaboratively with related entities, community partners, and government leaders. A four-year college degree is required, preferably in a related area. Experience in a complex public comprehensive system is preferred. Experience with collective bargaining is also preferred.

Location: Purchase College is located on 500 acres in Westchester County, New York, surrounded by the beautiful views of nature, yet is only 30 miles away from Midtown Manhattan. The surrounding area is rich with a variety of outdoor activities along with a host of cultural attractions.

Application: Interested candidates should submit only a cover letter and resume to RPA Inc. at PurchaseAdministration@rpainc.org. For a confidential discussion about this opportunity or to make a nomination, please contact Kira Heath, Search Manager, or Isaac Karaffa, Vice President and Senior Consultant, at the email address listed above. The review of candidates will begin on March 7, 2023, and first round interviews will commence thereafter.

Purchase College is committed to fostering a diverse community of outstanding faculty, staff and students, as well as ensuring equal educational opportunity, employment, and access to service, programs, and activities, without regard to an individual's race, color, national origin, religion, creed, age, disability, sex, gender identity, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, or criminal conviction. Employees, students, applicants, or other members of the Purchase community (including vendors, visitors, and guests) may not be subjected to harassment that is prohibited by law or treated adversely or retaliated against based upon a protected characteristic.



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