Vice President for Finance and Administration

POSITION DESCRIPTION

Radford University, a thriving, comprehensive public University of nearly 10,000 students located in Radford, Virginia, invites applications for the position of Vice President for Finance and Administration. Radford University is located within the City of Radford (population 17,483), 36 miles southwest of Roanoke, Virginia, on Route 11, near I-81, and in the New River Valley and the beautiful Blue Ridge Mountains of Virginia.

Radford University seeks an experienced and collaborative professional to lead and advance the Division of Finance and Administration and will also serve as the University’s Chief Financial Officer. The position provides leadership and oversight for the departments and offices of Budget and Financial Planning; Controller (including Accounting Services; Bursar; Payroll; Procurement and Contracts; Policy; and Financial Reporting); Emergency Management; Facilities Management; Facilities Planning and Construction; Human Resources; Institutional Research; University Police; and University Services (including Dining Services; Parking Services; Postal Services; Radford Transit; RU Express; and University Bookstore).

Reporting to Radford University President Brian O. Hemphill, Ph.D. and as a member of the University’s senior leadership team, the Vice President for Finance and Administration is responsible for all fiscal-related enterprises and functions and serves as a member of the President’s Cabinet and the Leadership Council. Success in this position contributes to the successful achievement of the University’s overall goals and specific strategies as defined in the recently adopted five-year strategic plan, Embracing the Tradition and Envisioning the Future.

The Opportunity

With an attractive campus comprised of state-of-the-art facilities located along the New River and Virginia’s Blue Ridge Mountains, Radford University seeks a leader to assist the President and the senior leadership team in galvanizing the University and its community in implementing a bold strategic plan and overseeing the University’s financial resources, related planning, and service functions. Without question, there are abundant opportunities for success at the University. The opportunity to “move the needle” at Radford University is apparent and the potential to achieve success is considerable. This is an exceptional opportunity for the next Vice President, in partnership with the President, to have a profound impact on this institution, the New River Valley, and the Commonwealth of Virginia.

About Radford University

Radford University is a comprehensive, mid-size public University that is known for student-focused academic programs, a strong emphasis on service to others and a picturesque 204-acre campus. As a mid-size institution, the University provides its students a winning combination of broad opportunities associated with a large University, as well as highly-personalized relationships considered the hallmark of a smaller college. Well-known for its innovative use of technology in the learning environment and vibrant student life on a beautiful campus, Radford University offers many opportunities for success in and out of the classroom.
Radford University welcomes students from the Commonwealth of Virginia, across the country and around the world. Students find inspiration in the surroundings – the beautifully landscaped campus, the murmur of the adjacent New River, the wonders along the Blue Ridge Parkway, the inspiring campus buildings, and a quaint downtown. Radford’s more than 100 undergraduate and graduate degree programs and certificate programs, including doctoral programs, offer every student the opportunity to discover new talents, develop leadership skills and experience personal growth.

Radford University is well-known for its focus on teaching and close student-faculty interactions. Radford University faculty members are invested in the success of their students. With a student-faculty ratio of 16 to 1, Radford’s faculty has been recognized for excellence and dedication. Since 1981, 11 faculty members have been selected as Fulbright Scholars to teach or do research in other countries. Ten Radford University professors have received the State Council of Higher Education for Virginia’s Outstanding Faculty Award since 1990, most recently in 2015. Additionally, one Radford University professor was named U.S. Professor of the Year for master’s level universities and colleges by the Council for Advancement and Support of Education (CASE) and the Carnegie Foundation for Advancement of Teaching in 2006.

Radford University incorporates advanced technology into the classroom and educational process. With wireless connectivity in all campus buildings, the University has more than 170 electronic classrooms and labs and is innovative in introducing state-of-the-art technology and technology support to students and faculty.

Radford University students come from 43 states (including Washington, D.C.) and 69 nations. Radford’s student body has become the most diverse in the institution’s history. For example, the Fall 2017 new freshman class was comprised of 41 percent first-generation students, while more than 34.3 percent of the new class identified themselves as ethnic minorities (compared to 12 percent in 2005), with 19 percent as African-American and eight percent as Hispanic/Latino. The campus community supports this culturally-diverse student population and offers nearly 300 clubs and organizations for student participation and growth, leadership development, and service. Students also have the opportunity to participate in faculty-led study abroad programs.

Accompanying the increased diversity of the student body, the University has experienced several enrollment records. In Fall 2012, Radford University enrolled the largest freshman class in its history, nearly 2,100 students. In Fall 2013, Radford University set an enrollment record of 9,928 total students and an undergraduate enrollment record of 8,913 students. In Fall 2017, the
University enrolled a total of 9,418 students, including 8,418 undergraduate students and 1,000 graduate students. For Fall 2017, the University received 14,620 freshman applications, a 96 percent increase compared to the prior year’s applications, thereby setting a record for the University. The University is anticipating enrollment growth in the Fall 2018 freshman class based on applications submitted.

**Code of Ethics**
Radford University is committed to maintaining the highest ethical standards and to upholding the public’s trust. We recognize that our behavior affects not only our own individual reputation, but also that of Radford University. Accordingly, this Code of Ethics forms the ethical principles that will guide all members of the campus community in all decisions and activities. These principles are:

- **Respect:** We will nurture a climate of care, concern, fairness, and civility toward others, while recognizing and embracing each individual’s dignity, freedom, and diversity even in the face of disagreement.
- **Honesty and Integrity:** We will act and communicate truthfully and candidly. We will uphold the University’s values and make decisions based on the greater good, conducting ourselves free of personal conflicts or appearances of impropriety and self-dealing.
- **Communication:** We will openly share information with stakeholders regarding the processes used in developing policies and making decisions for the University.
- **Stewardship:** We will use University resources in a wise and prudent manner in order to achieve our educational mission and strategic objectives. We will not use University resources for personal benefit or gain.
- **Excellence:** We will conduct all University affairs diligently, exercising due professional care and striving to meet the high expectations we have set for ourselves, as well as the expectations of those we serve.
- **Responsibility and Accountability:** We will be trustworthy and answerable for our conduct, decisions and obligations and will comply with all applicable laws, regulations, policies and procedures. We recognize our obligation to report unethical conduct to appropriate authorities.

**Strategic Plan**
Following a year-long strategic planning process, Radford University recently adopted and implemented a new five-year strategic plan, *Embracing the Tradition and Envisioning the Future*. The goals identified within the plan reflect the hopes and dreams of Radford University and those it proudly serves, including students, faculty, staff, alumni, community, and friends. The plan will drive Radford University in daily interactions and collaborative efforts to selflessly serve current and future generations of Highlanders. The opportunity exists for the new Vice President to work collaboratively with internal and external constituencies in implementing and funding the goals and strategies identified within the plan. (Direct link: [www.radford.edu/strategic-plan](http://www.radford.edu/strategic-plan))
Vision
Radford University aspires to be the premier, innovative, student-centered University in the Commonwealth of Virginia and beyond with a keen focus on teaching, research, and service.

Mission
As a mid-sized, comprehensive public institution dedicated to the creation and dissemination of knowledge, Radford University empowers students from diverse backgrounds by providing transformative educational experiences, from the baccalaureate to the doctoral level, within and beyond the classroom. As an inclusive University community, we specialize in cultivating relationships among students, faculty, staff, alumni, and other partners, and in providing a culture of service, support, and engagement. We embrace innovation and tradition and instill students with purpose and the ability to think creatively and critically. We provide an educational environment and the tools to address the social, economic and environmental issues confronting our region, nation, and the world.

Core Values
The daily interactions and work of Radford University students, faculty, and staff are guided by a set of core values, which are a critical part of the Radford experience and Highlander pride.

- **Student Empowerment and Success:** We engage and support our students in the discovery and pursuit of their own unique paths.
- **Excellence:** We expect our community to strive for the highest standards.
- **Inclusiveness:** We are committed to a spirit of cooperation and collaboration, embracing, and honoring the diversity of our community.
- **Community:** We foster relationships and a culture of service within and beyond our University community.
- **Intellectual Freedom:** We encourage and defend a fearless exploration of knowledge in all its forms.
- **Innovation:** We inspire and support creativity in research, scholarship, pedagogy, and service.
- **Sustainability:** We are committed to integrating sustainable practices into all aspects of our operations and engage students across the curriculum to learn, discover, and contribute to positive current and future environmental solutions.

Accreditation
Radford University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACS) to award baccalaureate, master’s, educational specialist, and doctoral degrees.

Facilities
Since 2005, Radford University has secured approval and funding for more than $360 million in capital projects, for both new construction and renovation. In 2008, Radford opened the Covington Center for Visual and Performing Arts, and in 2012 it opened a $44 million signature building for the College of Business and Economics, recently named Kyle Hall.
The Center for the Sciences, a state-of-the-art building with 114,000 square foot, provides advanced technology classrooms and facilities supporting science education and outreach, opened for classes in January 2016. The building features 18 teaching labs and five additional classrooms, and incorporates a Biosafety Level 2 research lab, a forensic sciences research lab, nine science specific research labs, a vivarium, the Museum of the Earth Sciences and a planetarium.

The 143,600 square foot College of Humanities and Behavioral Sciences Building, which opened in late Summer 2016, is the largest academic space on campus. The state-of-the-art space features a 90-seat tiered classroom, multiple collaborative learning spaces for student use, office space, integrated inquiry environments and the CHBS Advising Center. It also features a mock trial/moot courtroom, a television studio, a forensic laboratory, and an Emergency Management Center.

Additionally, the University has renovated several major campus buildings, including the technologically advanced Young Hall and many residence halls. As a result, Radford University was ranked third in Virginia and among the top 100 nationwide for “Best Dorms” by Niche Rankings in 2015. Most recently, the University secured funding for a $34 million renovation to Reed and Curie Halls, which is projected for completion in December 2019. The University is also in the initial stages of securing approval and support for the planning phase of a $79 million Center for Adaptive Innovation and Creativity. The proposed Center will facilitate bringing together multiple disciplines in one facility that will meet growing needs in the arts, as well as health care and big-data education, and facilitate collaboration, innovation, and creativity on a scale not currently available on campus. The Center will provide Radford University the facility to merge health education research, creativity, and new technology to meet ever evolving challenges of the future.

Radford University continues to make great strides in its commitment to sustainability and responsible stewardship of economic, social and environmental resources. The Princeton Review has routinely named the University to its updated "Guide to 375 Green Colleges," honoring Radford University for an "above-average commitment to sustainability in terms of campus infrastructure, activities and initiatives." The U.S. Environmental Protection Agency has recognized multiple buildings on campus with Energy Star certification.

**Academics**

Through its seven colleges, the University offers 67 undergraduate degree programs, 22 master's programs, and three doctoral programs, as well as 11 post-baccalaureate certificates and one post-master’s certificate. For more than 100 years, Radford has become known for meeting the growing needs of society through its academic programs. Recent additions include a master's degree in occupational therapy, doctoral programs in psychology, physical therapy, and nursing practice and an expansion of STEM-H (science, technology, engineering, mathematics, and health) programs.
The University has 460 full-time faculty. Class sizes are small and most classes are taught by full-time, tenure-track faculty. The faculty is consistently recognized for their performance and commitment to teaching. A number of faculty are Fulbright Scholars, and each year the University provides awards for outstanding teaching, research, and service.

With these highly-qualified and deeply-committed faculty, Radford University has consistently been recognized in national rankings, including:

- "Top Public Schools" – South - #15 - U.S. News & World Report, 2018;
- "College of Distinction" - Colleges of Distinction, 2016 and 2017;
- "Best Colleges for Your Money" - MONEY, 2017;
- "Best Colleges for Veterans - South" - U.S. News & World Report, 2016 and 2017;
- "Best RN Programs in Virginia" - RegisteredNursing.org, 2017;
- "Best for Vets" - Military Times, 2015;
- "Best Dorms" Ranked #3 in Virginia and among the top 100 nationwide - Niche Rankings, 2015;
- The Top 50 Doctoral Programs in Counseling Psychology - Best Counseling Degrees, 2017-18;
- "Top Online Education Programs" (Doctor of Nursing Practice) - U.S. News & World Report, 2012;
- "Top Interior Design Schools in the South" - DesignIntelligence, 2014;
- "Top 10 Interior Design Programs in the Nation" - DesignIntelligence, 2011;

**Student Life**

More than 3,000 students live on campus across 15 residence halls at Radford University. In total, more than 80 percent of students live on campus or in off-campus housing within walking distance to campus. The University’s grounds and facilities are conveniently arranged, beautifully maintained, ADA compliant, and effectively designed to meet the academic, personal, and extracurricular needs and interests of the students.
Several themed and living learning communities serve to enhance the student residential and academic experience. The Honors Academy, Community of Artists (College of Visual and Performing Arts), Accelerated Research Opportunities (ARO) and Biology Connections (for Biology majors) create unique learning communities for qualified, interested students. Two additional living learning communities, CORE Connections and RUMakers, opened in the Fall of 2016 giving students additional opportunities to connect and learn.

Radford University’s Hurlburt Student Center, commonly called “The Bonnie,” offers students a place to relax, eat, have fun and get involved. Intramurals, club sports, Greek Life, leadership opportunities, volunteer opportunities, community service and on- and off-campus employment enrich the student experience.

In late 2014, the University also opened the state-of-the-art Student Recreation and Wellness Center. Very popular with the students, the 110,000 square foot facility serves as the campus hub for Radford University students, intramural sports, and includes a two-story inclined running track, two floors of strength-training equipment, three floors of cardio equipment, four fitness studios, three gym courts, two racquetball courts, a multi-activity court, and classrooms. The University also opened the Student Outdoor Recreation Complex in 2015. The facility is comprised of a 162,000 square foot turf field to accommodate many Club sports, including soccer, football, field hockey, and lacrosse. The facility, which has an outdoor basketball court and two sand volleyball courts, is utilized by local youth sports competitions.

Athletics

The Radford Highlanders are composed of 16 teams representing Radford University in intercollegiate athletics, including men’s and women's basketball, cross country, golf, soccer and tennis. Men's sports also include baseball and women's sports also include volleyball, lacrosse, track and field and softball. The Highlanders compete in the NCAA Division I and are members of the Big South Conference. Radford University’s student-athletes epitomize sportsmanship and success, on the court and on the field, as well as in the classroom.
With an 88 percent graduation success rate, all athletic programs are in compliance with NCAA APR standards. Recognized for scholar-athlete excellence, Highlander Athletics has earned above a 60 percent threshold of Presidential Honor Roll (3.0 GPA) achievers in every academic year since 2013-14 and has been home to Big South Conference Presidential Honor Roll Champions in 2008-09, 2010-11 and 2012-13 (highest percentage of 3.0 students). In 2015, Radford University achieved institutional history for having both the Big South Conference’s Men’s and Women’s Scholar-Athlete of the Year.

Since joining the Big South Conference, Radford University Athletics has achieved 39 Big South Regular-Season Championships, 42 Big South Tournament Championships, and 26 NCAA Tournament appearances.

**About the City of Radford**

Radford University is located in the City of Radford (population 17,184), 36 miles southwest of Roanoke, Virginia, on Route 11, near I-81, and in the New River Valley and the beautiful Blue Ridge Mountains of Virginia. The City of Radford covers approximately 9.8 square miles and is a diverse city full of commercial and recreational opportunities.

The area, known for its beautiful scenery, provides abundant recreation, including kayaking, fishing, and tubing on the New River; hiking or bicycling on one of the region's dozens of trails; or simply taking in nature nearly anywhere in the area. The City of Radford offers shopping and dining just a short walk from campus, and there is a regional mall just over 10 miles away.

The Blacksburg-Christiansburg-Radford Metropolitan Statistical Area (MSA) includes a total population of approximately 160,000 and is served by the Roanoke-Blacksburg Regional Airport, which is located in Roanoke. The Charlotte-Douglas International Airport is two-and-a-half hours from the area, and the Richmond International Airport is three-and-a-half hours from the area. The area is also four hours from Washington, D.C., the nation’s capital.

Radford University is served by Radford Transit, which provides safe, reliable, and convenient public transit to the citizens of Radford, Radford University students, faculty, and staff and those who live in the surrounding areas. Professionally operated by New River Valley Community Services Transportation, Radford Transit was established in 2011 through a joint partnership among Radford University, the City of Radford, the Virginia Department of Rail and Public Transportation, and the Federal Transit Administration.

**Finance and Administration**

The Division of Finance and Administration at Radford University is committed to providing superior, innovative, and responsive services to the University community.
Budget and Financial Planning: The Office of Budget and Financial Planning plans, develops, and implements the University's annual operating budget; coordinates the preparation of the state budget request process; assesses the availability of resources to implement University-wide initiatives; and provides the primary support and analysis to University leadership in fiscal and budgetary policy development. Staff also reviews and monitors all departmental budgets for financial controls, analysis, revisions, and reporting. Additionally, purchase requests are monitored for compliance with state expenditure policies and procedures.

Controller: The Controller's Office is responsible for providing fiscal services to the University and serves as an interface with external agencies for fiscal matters. The Controller's Office is responsible for ensuring that all funds are properly received, spent, and reported in accordance with University policies and state and federal regulations. To accomplish these objectives, the Controller's Office provides oversight to various functional areas, including Accounting Services, Financial Reporting, General Accounting, Bursar, Payroll, Procurement and Contracts, Risk Management, Policy, and ARMICS.

Emergency Management: The Office of Emergency Management's mission is to provide a safe and secure environment for all faculty, staff, students, and visitors coming to the University. The office strives to prevent the loss of life and reduce injuries and property damage during natural and man-made incidents/events through emergency management principles of mitigation, preparedness, response, and recovery.

Facilities Management: Facilities Management is dedicated to support the physical development and growth of Radford University with a commitment to serving students, faculty, staff, alumni, and visitors by providing clean, safe, functional, cost-effective, and well-maintained buildings and grounds, achieved by well-trained. This critical work would not be possible without well-trained and motivated personnel with effective tools and equipment to assist Radford University in meeting its short-term and long-term goals.

Facilities Planning and Construction: The mission of Facilities Planning and Construction is to administer the University's capital outlay, real property, and risk management programs, in addition to providing services for non-capital outlay projects, meeting the renovation, new construction, planning, real estate, and safety needs of the campus.

Human Resources: The Department of Human Resources at Radford University is committed to taking a leadership role in creating and supporting a highly productive, diverse and qualified workforce. The staff promotes a positive work environment for University employees by proactive and creative problem solving, recognition of employee contributions, and continuous opportunity for growth and development. Human Resources places strong emphasis on programs and activities to promote good customer service, improve efficiency, and enhance the institutional image.

Institutional Research: The mission of the Office of Institutional Research is to enhance institutional effectiveness by collecting, analyzing, maintaining, and providing data to support University decision-making and planning processes along with ensuring compliance with state, federal, and other external reporting requirements.

University Police: The University Police Department works to ensure that the safety and well-being of the campus, students, faculty, staff, and visitors are fostered and secured.
University Services: University Services provides essential business services to the University community, including, but not limited to, Dining Services, University Bookstore, University Post Office, and Selu Conservancy.

The Team
The Vice President for Finance and Administration has direct supervision over individuals who are experienced, successful, hardworking, and energetic, including the Associate Vice President for Finance and University Controller, Associate Vice President for Budget and Financial Planning, Assistant Vice President of Human Resources, Chief of Police, Executive Director of Facilities Management, Director of Emergency Management, Director of Facilities Planning and Construction, Director of Institutional Research, and an Administrative Assistant.

The Position
This critical position promotes the University’s financial well-being by providing strategic and tactical leadership and ensuring sufficient resources to support the institutional mission and safeguarding financial assets. The position supports and provides expertise to the University’s Board of Visitors through the Business Affairs and Audit Committee and has primary responsibility for the development and implementation of the University's annual operating budget of approximately $220 million.

Reporting to Radford University President Brian O. Hemphill, Ph.D., the Vice President for Finance and Administration is responsible for all fiscal-related enterprises and functions and serves as a member of the President’s Cabinet and the Leadership Council. The Vice President will contribute to the successful achievement of the University’s overall goals and specific strategies as defined in the recently adopted five-year strategic plan, Embracing the Tradition and Envisioning the Future.

The Vice President for Finance and Administration serves as the University’s Chief Financial Officer. As such, open and regular communication between the Vice President and the President is vital to the success of the University’s objectives. Additionally, the Vice President continuously collaborates with senior administrators and works in tandem with all academic and functional areas of the University.

The Responsibilities
The Vice President is responsible for the day-to-day leadership and administration of the Division of Finance and Administration. Among a wide range of responsibilities, the Vice President’s duties encompass the following:

- Works proactively with colleagues in a spirit of partnership, transparency, and fiscal responsibility;
- Advocates for an environment that promotes inclusive decision-making, best practices, student success, and a sense of community across the University;
- Oversees the annual preparation of the University's operating budget for consideration of the University President and the Board of Visitors;
- Ensures that resources are properly allocated to enable the University to attain its goals;
• Prioritizes needs to fit allocated resources;
• Collaborates with campus constituents to ensure budget compliance;
• Implements and monitors fiscal policies and procedures through a system of internal controls;
• Ensures institutional compliance with various laws, rules, and regulations, while achieving current and future educational and strategic objectives;
• Provides the University with business and financial leadership and counsel;
• Directs the preparation of financial statements;
• Monitors University compliance with appropriate accounting principles;
• Directs fiscal operations;
• Directs the renovation and construction of campus buildings;
• Oversees providing clean, functional, cost-effective, and well-maintained buildings and grounds;
• Oversees the classification of staff, wage, and salary plan, recruiting, benefit administration, and employee relations of the University;
• Directs Institutional Research to enhance institutional effectiveness by collecting, analyzing, maintaining, and providing data to support institutional decision-making and planning processes, along with ensuring compliance with state, federal, and other external reporting requirements;
• Directs the overall emergency operations planning and continuity of operations planning for the University; and
• Directs a Police Department that is a full-service, sworn, accredited law enforcement agency that enforces state laws and University policy on all property owned or controlled by the University, as well as on adjacent streets and sidewalks.

**Qualifications and Preferred Characteristics/Traits**
Radford University’s next Vice President for Finance and Administration shall possess the following:
• Master's degree in business administration or related field;
• At least five years of professional work experience in managing diverse operations and funding sources at a senior level, such as vice president, associate vice president, assistant vice president, executive director, senior director, director or analyst;
• Exercise sound judgment;
• Manage and impart information to a range of internal and external organizations and constituencies with a high degree of diplomacy, discretion, and collaboration;
• Openly and publicly share information in the spirit of shared governance and with the purpose of accountability and transparency;
• Work in a fast-paced environment;
• Excellent communication skills with the ability to formulate and convey compelling verbal messages to individuals and groups as an advocate for and representative of the University;
• An uncommon ability to write and edit plans, procedures, narratives, letters, and published works as a representative of the University;
• Extremely strong organization and interpersonal skills with a propensity for detail in a way that helps others;
• Generate timely reports of activity that provide senior leadership with information that would enhance decision-making;
• Proven leadership skills that promotes the ability to inspire and motivate staff and colleagues;
• Team-oriented with proven administrative and managerial capabilities;
- Exceptional experience in higher education finance and administration;
- Significant experience that will enhance effective interaction with individuals from diverse backgrounds;
- Experience partnering closely with academic affairs, enrollment management, information technology, student affairs, university advancement, and university relations; furthering the mission of a complex institution; and understanding emerging needs and trends in higher education;
- Effective written, verbal, and presentation skills and the ability to provide complex information to a diverse group of constituents, including Board of Visitors, University leadership, faculty, staff, and public groups;
- Experience working proactively with colleagues in a spirit of partnership, transparency, and fiscal responsibility;
- Demonstrate a keen understanding and respect for shared governance and the culture of a college campus;
- Project a strong, positive image of the university through interaction with all constituencies and work constructively and effectively with the local community and state officials;
- Successful record of managing diverse operations and funding sources;
- Expertise in financial management, accounting, strategic planning, budgeting, internal controls, and regulatory compliance in higher education, as well as experience in managing an institution’s financial condition;
- Deep working knowledge of budget development and management principles;
- Expansive knowledge of generally accepted accounting principles (GAAP);
- Demonstrated record of high-level decision-making;
- Superb communicator with exceptional analytical skills who works collaboratively with colleagues;
- Advance an environment of inclusive decision-making and best practices with a strong focus on student success; and
- Other required qualifications include budget development experience, demonstrated ability to handle complex tasks, formulate plans, and carry out objectives.

The ideal candidate should have:
- Higher education experience within the Commonwealth of Virginia;
- Experience and success related to innovative fiscal investments;
- The ability to successfully prioritize and execute multiple tasks at one time; and
- Strong computer skills and proficiencies with a variety of applications.

**How to Apply**
Interested applicants should apply online at [https://jobs.radford.edu](https://jobs.radford.edu) by submitting an administrative and professional faculty application, resume, cover letter, and a list of three professional references.

**Applicant Review**
Review of applications will begin on March 2, 2018. The position will remain open until filled.

**Salary**
The salary is competitive and commensurate based on experience.
Questions related to the submission of electronic applicant materials should be directed to:
John Brooks, Assistant Vice President for Human Resources
Radford University, Department of Human Resources
314B Tyler Avenue
Post Office Box 6889
Radford, Virginia  24142
Phone: 540-831-5008
E-mail: jbrooks64@radford.edu

Questions related to the search process should be directed to:
Ashley Schumaker, Chief of Staff
Radford University, Office of the President
Martin Hall, 3rd Floor
Post Office Box 6890
Radford, Virginia  24142
Phone: 540-831-5370
E-mail: aschumaker@radford.edu

Radford University is an EO/AA employer committed to diversity. Women, minorities, and veterans are encouraged to apply.