

School Name: Northeast Community College
Position: Vice President of Administrative Services



COLLEGE OVERVIEW:

Northeast Community College, a two-year institution, serves students at its main campus in Norfolk, Nebraska, as well as students at extended campuses in O'Neill, South Sioux City and West Point. It also has regional offices in Ainsworth and Hartington.

Approximately 160,000 citizens live in Northeast's 20-county, 14,400-square-mile service area.

The Northeast Community College campus in Norfolk consists of 208 acres on the main campus and an additional 581 acres of college farmland. The Norfolk campus features 31 buildings, including classrooms, shops and labs, an activities center with a gymnasium and theater and an agriculture complex with a large arena and classrooms.

The college is governed by an 11-member board from the Northeast service area.

Northeast is accredited by the Higher Learning Commission (HLC) to award two-year associate of arts (AA), associate of science (AS), associate of applied science (AAS) and associate in nursing (ADN) degrees, and diplomas and certificates. The next reaccreditation with HLC will be in 2023.

Northeast served 6,294 credit students and 7,244 non-credit students in the 2018-19 enrollment period. The college has 370 full-time employees, including 127 full-time faculty members.

Northeast Community College offers over 130 programs and concentrations (one AA degree with 32 concentrations, one AS degree with 14 concentrations, 33 AAS degrees with 26 concentrations, ADN, and 31 diploma/certificates for a total of 66 unique awards and 72 concentration areas) leading to transfer to four-year colleges and universities or into the workforce.

Northeast Community College also features ten intercollegiate athletic teams, including baseball, softball, men's and women's basketball, men's and women's rodeo, men's and women's soccer, men's golf, and women's volleyball.

For more information on Northeast Community College, visit www.northeast.edu.

[Vision 2020](#)

[The History of Northeast](#)

Quick Facts

Degrees and Awards

- Associate of Arts -- 2 years
- Associate of Applied Science -- 2 years
- Associate of Science -- 2 years
- Associate in Nursing -- 2 years
- Diplomas -- 1 year
- Certificates -- Less than 1 year

Accreditation

- The Higher Learning Commission

Tuition and Fees 2019-2020

- Resident Students: \$99.00/credit hour
- Iowa and South Dakota Students: \$100.00/credit hour
- Nonresident Students: \$139.00/credit hour
- Fees: \$23.00/credit hour

Room and Board

- \$3,865-\$4,765/per semester

Financial Aid 2017-2018

- Federal and State Programs: \$11,569,861
- Institutional Tuition Waivers and Grants: \$1,069,097
- Private Scholarships: \$2,289,132
- Private Loans: \$248,734
- Agency Assistance (est.): \$325,972
- Total Financial Aid: \$15,502,796

Graduation Success Statistics (2017-2018)

- 99% of Northeast graduates are either continuing their education or are employed. 85% of those employed are working in Nebraska. 58% are employed in the 20-county service area.

- 85% of the graduating class are working in a position related to their program of study.
- 91% of those who continued their education chose to attend a Nebraska college or university.

Physical Facilities

- Norfolk Main Campus Site: 208 acres
- College Farm: 581 acres
- South Sioux City Extended Campus: 57 acres
- O'Neill Extended Campus (One building – 15,314 sq. ft.)
- West Point Extended Campus (Two leased facilities – 24,497 sq. ft.)
- Buildings (36): 1,004,093 sq. ft.

Statistics for 2018-2019

- 6,294 credit students enrolled
- 7,244 noncredit students enrolled
- Full-time equivalent (FTE) Students: 2,918
- Classes were held in approximately 60 different communities

Statistics for Fall Semester 2018

- 42% Full-time Students (12+ credit hours)
- 58% Part-time Students (11 or less credit hours)
- The average age of a Northeast student is 25 years old.
- Approximately 58% of degree seeking students intend to transfer to a four-year school and 42% earn career/technical degrees or diplomas.

CAMPUS PROFILES

Norfolk Campus

Northeast's main campus is located in Norfolk, Nebraska and serves the entire northeast Nebraska area. The Norfolk campus encompasses over 800 acres with thirty-one buildings situated at the northeast edge of Norfolk. The campus also includes a farm that consists of 581 acres. The campus provides a diverse student life with campus housing, meal plans, athletics, leadership opportunities, and much more to ensure students have a successful college experience.

South Sioux City Extended Campus

The South Sioux City Extended Campus is located at 1001 College Way, South Sioux City, Nebraska and includes the College Center, a facility jointly owned by Northeast Community College and Wayne State College to provide public two and four-year education in the region known as Siouxland. This location offers students the opportunity to gain skills to start their career or build a strong foundation to earn a bachelor's degree. Students are able to seamlessly transfer to Wayne State to take upper-level courses without ever having to change locations.

O'Neill Extended Campus

The O'Neill Extended Campus is located at 505 E. Highway 20 in O'Neill, Nebraska. The facility offers transfer and technical educational opportunities in state-of-the-art classrooms, computer labs, advanced health and science labs and a technical training wing that can accommodate welding, industrial and agriculture-related courses.

West Point Extended Campus

The West Point Extended Campus is located adjacent to the Donald E. Nielsen Community Center at 202 Anna Stalp Avenue in West Point, Nebraska. The facility features state-of-the-art classrooms, computer labs, science labs and career and technical education spaces. In addition, the Donald E. Nielsen Career and Technical Education Center, immediately north of the Nielsen Community Center is designed to bring career and technical education to area high school students, Northeast adult-student learners and employer business and industry training. The 16,000 square foot facility has been specifically designed for hands-on, experiential learning.

Ainsworth Regional Office

The Northeast Community College Ainsworth Regional Office is located within the Educational Service Unit #17 building at 1292 E. 4th St., in Ainsworth, Nebraska. This location is available to assist the region known as KBR (Keya Paha, Brown, and Rock counties).

Hartington Regional Office

The Hartington Regional Office is located within the Hartington City Offices at 107 W. State St., in Hartington, Nebraska. This location is available to assist the counties of Cedar and Knox in Nebraska.

Each of the extended campus facilities and regional offices coordinate Early College (dual credit) classes for high school students in both transfer and technical areas; health-related course offerings; short-term technical training prospects; business and industry training in areas such as entrepreneurship, leadership, succession planning and employee on-boarding. All Northeast locations offer both credit and non-credit courses.

MISSION, VISION, AND VALUES

MISSION

Northeast Community College is dedicated to the success of students and the region it serves.

VISION

Northeast Community College is recognized as a premier educational leader and partner, with student completion and success being our highest priority. We broaden our students' cultural awareness and global competitiveness, while providing academic programs that help our students meet the needs of our region's workforce.

VALUES

NECC values reflect the way we work together to achieve our mission. Our passion and dedication to the success of students and the region we serve is the key to our regional, national and international success. That is why we seek highly motivated, positive-thinking professionals who foster the core values behind who we are, how we work, and how we treat others. This allows us not only to be proud of our success in serving students and our region, but also to be proud of the way it is achieved.

DUTIES & RESPONSIBILITIES

This position is to serve as chief business and financial officer of the College and Treasurer to the Board of Governors. The Vice President of Administrative Services will be responsible for the development of Northeast's financial management strategy and will contribute to the development of Northeast's strategic goals.

The position has administrative responsibility for the direction, coordination and control of all fiscal activities; planning/developing internal control systems; oversight for cash management and insurance for the College; directing the procurement and accounting systems; planning and management of physical plant operations; oversight and facilitation of design and construction projects; and preparation and publication of annual budget.

Other duties include supervision of staff and department directors, treasurer for the college foundation, liaison with federal, state, and other agencies regarding financial affairs, architects, auditors; and oversight for security and safety.

Please [click here](#) to view the full job description.

OPPORTUNITY OVERVIEW

As Dr. Leah Barrett begins her Presidency at Northeast Community College, it is time to launch the searches for two previously vacated cabinet-level Vice Presidential positions. Qualifications and characteristics of the Vice President of Administrative Services include the following.

Required Qualifications

- Bachelor's Degree required, with an MBA or Master's in Accountancy preferred
- Leadership and supervisory experience within an administrative department such as finance, budget, facilities management
- Significant financial management experience with working knowledge of aligning budgets with strategic priorities
- Experience within higher education or a comprehensive non-profit organization is preferred

Desired Characteristics

- A demonstrably strong finance background, particularly in higher education or governmental accounting
- A strong understanding of matching an organizational-wide budget to strategic priorities
- Possess excellent leadership skills to ensure that budget processes are efficient and fiscal accountability maintained in all operations of the college
- A good communicator with the ability to work closely as the Treasurer to the Board of Governors as well as the Foundation

APPLICATION PROCESS:

Please direct inquiries and nominations to the College's search consultant:

Angela Provart, President Pauly Group, Inc.
3901 Wood Duck Drive, Suite E Springfield, IL 62711
Phone: 217-241-5400
Fax: 217-241-5401
E-mail: aprovart@paulygroup.com

Please submit electronically to aprovart@paulygroup.com the following documents as Adobe Acrobat or MS Word attachments: (1) a cover letter that addresses the Opportunity Overview; (2) a current résumé; and (3) names and contact information of **five** professional references.

The committee will begin review of applications immediately. Applications will be accepted until the position is filled, with materials submitted by **Tuesday, January 31, 2020** receiving priority consideration. All applications are confidential and references will not be contacted without the expressed authorization of the applicant.

Northeast Community College does not discriminate on the basis of race, gender, religion, national or ethnic origin, military veteran status, political affiliation, marital or family status, age, disability, sexual orientation, gender expression or identify in education programs, admissions policies, employment policies, financial aid or other College administered programs and activities. It is the intent of Northeast Community College to comply with both the letter and the spirit of the law in making certain discrimination does not exist in its policies, regulations and operations.

