

Middlesex County College
Vice President / Finance & Administration
Position Profile

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School Name: Middlesex County College
Position: Vice President / Finance & Administration
Reports To: President



COLLEGE OVERVIEW:

Middlesex County College is a community college located in Edison, New Jersey, in the central part of the state. It is about 45 minutes from New York City. MCC is accredited by the Middle States Commission on Higher Education and has an operating budget of \$80 million.

The college boasts 95 degree and certificate programs in accounting, business and legal studies; computer science; creative arts; health; history, language and social sciences; education and protective services; hospitality, culinary art and dietetics; and science and math.

MCC has a population of 12,000 students; about 70 percent of them are in transfer programs in which they will go on for their junior and senior year at four-year universities, including Rutgers, Kean, Montclair State and Columbia. There are 54,000 alumni. In addition, about 10,000 students take noncredit classes. Many of our students are the first in their family to attend college. Approximately 51% of our full-time students receive need-based financial aid and 46% report their household income is less than \$30,000.

For more information, visit <http://www.middlesexcc.edu/>.

Facts & Figures

CAMPUS PROFILES:

New Brunswick Center

The Middlesex County College New Brunswick Center is a state-of-the-art facility serving the greater New Brunswick community. It was established in 1980, at a different location, through the efforts of the College and *New Brunswick Tomorrow*, the city's re-development organization, aided by an advisory committee comprised of representatives from government, business, industry, and community groups.

Perth Amboy Center

The Perth Amboy Center has provided educational services to the City of Perth Amboy and its surrounding communities since 1974. The building has several classrooms; computer labs which include an ESL lab and an Instructional Lab; a multipurpose room; and a student lounge.

The Perth Amboy Center offers a variety of courses which include English as a Second Language, developmental courses in reading writing and math; and college credit courses in liberal arts and business.

The Center also provides a full range of enrollment services which include admissions, college placement tests, ESL placement tests, academic advising, and registration. In addition, we help students and potential students with FAFSA filing application assistance, financial aid information and processing of tuition payments.







A variety of support services are offered including orientation for first time students, transferring information, workshops on study skills and tutoring. Counseling services are available by appointments or through group session and workshops conducted at the Center. Different educational, cultural, and social activities are conducted each semester for our students.

MISSION AND VALUES:

Mission Statement:

The mission of Middlesex County College is to provide access to a quality, affordable education for a diverse population, to support student success for lifelong learning, and to strengthen the economic, social and cultural life of the community.

Values Statement:

-  **Excellence:** MCC values a rigorous and supportive learning environment
-  **Integrity:** MCC prides itself in fostering an honest and respectful institutional culture
-  **Diversity:** MCC respects and celebrates acceptance and understanding
-  **Collaboration:** MCC promotes a culture of cooperation and engagement
-  **Transparency:** MCC embraces authentic and transparent communication
-  **Civility:** MCC fosters mutual respect and collegiality

OPPORTUNITY OVERVIEW:

Reporting to the President, this is an opportunity to work with an experienced administrative team which includes the President, Vice President for Academic and Student Affairs, and the Vice President for Institutional Advancement. The College is financially strong with no anticipated budget cuts from their county sponsors.

The ideal candidate will have strong supervisory skills with knowledge of professional development for staff in the supporting departments for the Vice President. While holding people accountable, this person will have the ability to bringing people along, especially in regards to updating technical processes within the office.

Minimum Required experience / skills:

- Master's in Business Administration, Finance or related field.
- Minimum 3 years of leadership experience in higher education.
- Significant experience with computerized college finance and administration systems
- Excellent written and verbal communication skills.

For a complete job description, please follow [this link](#).

APPLICATION PROCESS:

Please apply online at the College's employment website, <http://www.middlesexcc.edu/human-resources/>. You will need to create an account and select a User-name and Password. Please follow the directions listed on the College's website in order to complete the application process.

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

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

The committee will begin review of applications immediately. Applications will be accepted until the position is filled, with materials submitted by **Monday, February 6, 2017** receiving priority consideration.

Equal Opportunity Employer

Middlesex County College is an equal opportunity employer and prohibits discrimination on the basis of race, creed, color, national origin, ancestry, age, gender, marital status, familial status, religion, affectional or sexual orientation, atypical hereditary cellular or blood trait, genetic information, liability for service in the armed forces of the United States, or disability.

New Jersey Residency Requirements

Middlesex County College complies with the "New Jersey First Act" (Senate Bill No. 1730, P.L. 2011, Chap. 70), which sets out certain requirements regarding the state of residence of New Jersey public employees. As of September 1, 2011 any new employee hired by the College must, within 365 days of hire, have or establish his or her sole principal residence in the State of New Jersey and must maintain such principal residence during his or her employment with the College.

Note that this residency requirement does not apply to any person who is employed at the College on a temporary or per-semester basis as a visiting professor, teacher, lecturer, or researcher.



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