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**Vice President for Administration and Finance/Chief Financial Officer – RECRUITMENT 3368**

California State University, Dominguez Hills is seeking an experienced professional to serve as the Vice President, Administration and Finance/Chief Financial Officer

Under Administrative Direction of the University President, Reporting to the University President, the Vice President for Administration and Finance/Chief Financial Officer (VPAF/CFO) is a member of the President's Cabinet and serves as the chief administrator and advisor to the President on university financial and administrative matters.

The VPAF/CFO oversees management and operation of the 346-acre campus, establishes and administers effective human resource policies and practices for university managers and staff, and manages an annual university operating budget of \$168 million and a university endowment of approximately \$12.5 million. Additionally, the VPAF/CFO fosters strong relationships with other senior leaders and campus constituents; works consultatively and collaboratively within the campus community and with external agencies to identify new and existing resources to advance university priorities; and serves as the primary liaison to the CSU system administration, government agencies, and other entities regarding university fiscal and administrative matters.

In support of these efforts, the VPUA fosters and leads a highly productive administration and finance division. Areas of administrative oversight include: budget planning and administration, financial management, human resources management, payroll, physical plant, facilities planning and construction, university police, and administrative oversight of the University Foundation, an independent 501c3 auxiliary organization responsible for commercial operations such as the bookstore, food services, and grant and contract administration.

CSU Dominguez Hills, an urban university in the twenty-three campus California State University system, is located in Carson, in the South Bay region of Los Angeles County. Its 346-acre campus is situated in the historic Rancho San Pedro, the oldest Spanish land grant in the Los Angeles area. The campus is strategically located in the heart of a major technological, industrial, and transportation complex in Southern California. The area includes the massive Port of Los Angeles and Port of Long Beach—Southern California's gateway to international commerce. Cultural, performance, and sports venues in downtown Los Angeles are about twenty-five minutes away and the South Bay beach communities are a few minutes away to the west and south. The StubHub Sports Center, a 125-acre sports center developed by AEG and home to Major League Soccer's L.A. Galaxy, is located on the CSUDH campus.

With an enrollment exceeding 14,000 students, CSUDH is a federally recognized Minority- Serving Institution as well as a Hispanic Serving Institution and is among the most ethnically diverse universities in the nation: 60% Hispanic, 14.5% African American, 11% White, and 11% Asian/Pacific Islanders.

CSUDH is fully accredited by the WASC Senior College and University Commission (WSCUC) and offers 45 baccalaureate degrees, 24 master's degrees, and a number of certificate and credential programs. While continuing to emphasize the liberal arts and sciences, the university offers professional programs at both the undergraduate and graduate levels. Twelve programs hold accreditations from national professional associations: business administration, clinical sciences, computer science, education, health science, music, nursing, occupational therapy, public administration, social work, special education, and theatre arts. The university is known for excellence in teacher education, nursing, psychology, business administration, and digital media arts. CSUDH is also a national leader in distance education, with ten academic degree programs and seven certificate programs offered online.

**Qualifications:**

**Required Education:** An undergraduate degree is required; an advanced degree in business administration, public administration, health administration or other relevant field is preferred. In lieu of an advanced degree, candidates with significant experience in comparable positions at institutions of similar size and scope will be considered.

**Required Experience:** A minimum of five years higher education financial/administrative senior leadership experience. Demonstrated successful experience managing and motivating staff and building and leading a high performing team, including superior leadership, supervision and staff development skills.

**Preferred:** Experience working in a financial or administrative capacity at a regional public comprehensive institution. Demonstrated experience partnering with private or public entities to enhance university facilities, operations or services.

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## Required Knowledge, Skills, and Abilities:

- Proven track record of effective financial planning and budget leadership in a higher education environment.
- Understanding of federal and state laws and requirements that govern university financial and administrative operations.
- Demonstrated experience building and maintaining successful relationships and working effectively in a highly collaborative leadership team.
- Proactive creative problem solver and demonstrated experience thinking outside the box.
- A strong sense of ethics and sound judgment and decision-making
- Deep understanding of and appreciation of the academic sector.
- Excellent presentation, speaking and writing skills and intrapersonal skills.
- Demonstrated evidence and strong commitment to diversity, equity, and inclusion in a multicultural environment.
- Ability to anticipate, plan, and implement improvements and changes in operations and services as necessary.
- Superior communications skills including the ability to tactfully communicate both bad and good news
- Substantial knowledge of facilities planning, design and construction.

## Preferred:

- Familiarity with California public higher education, California legislative affairs, and in interacting with legislators and state higher education advisory/regulatory agencies.

Certification: Valid driver's license

California State University Dominguez Hills is an Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, or protected veteran status. For more information or definition of these terms please visit:

<http://www.dol.gov/ofccp/regs/compliance/posters/pdf/eeopost.pdf>

[http://www.dol.gov/ofccp/regs/compliance/posters/pdf/Supplement\\_English.pdf](http://www.dol.gov/ofccp/regs/compliance/posters/pdf/Supplement_English.pdf)

Individuals with disabilities requesting accommodations under the Americans with Disabilities Act (ADA) may call the Human Resources Office at (310) 243-3771 or the Academic Affairs Personnel Services Office at (310) 243-3766.

Clery Act crime statistics for CSUDH are available at <http://www.csudh.edu/dhpd/dhpd.htm>, or by calling University Police at (310) 243-3639.

Upon appointment all candidates must furnish proof of eligibility to work in the U.S.

The California State University is Smoke and Tobacco Free. Smoking, Vaping and other Tobacco use are Not Permitted anywhere on University property. Education Code 42356, CCR Title 5, Article 9

For more information or to apply, please visit <https://www.csudh.edu/hr/job-opportunities/> or contact Julio Arevalo at (310) 243-3093