

Vice President/Administrative Services
Westmoreland County Community College

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Posted May 5, 2025, set to expire Jun. 9, 2025

Job Title Vice President/Administrative Services
Department Vice President/Administrative Services
Institution Westmoreland County Community College
Youngwood, Pennsylvania

Date Posted May 5, 2025

Application Deadline Open until filled
Position Start Date Available immediately

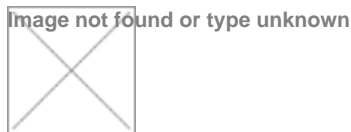
Job Categories Vice-(President/Provost/Chancellor)

Academic Field(s) Administration - Executive
Administration - Other

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Job Description



Westmoreland County Community College
Vice President/Administrative Services

Westmoreland County Community College, a premier, highly recognized community college in Youngwood, Pennsylvania, invites inquiries, nominations, and applications for its next Vice President/Administrative Services. This is primarily an on-site leadership role.

Since 1970, Westmoreland County Community College has improved the quality of life in its surrounding communities through education, training, and cultural enrichment. The college serves close to 3,000 full- and part-time students across eight locations in Westmoreland, Fayette, and

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Indiana counties. WCCC offers more than 100 associate degree, diploma, and certificate programs with options that prepare students for careers or transfer to baccalaureate degree programs at four-year institutions.

The Position

The vice president/administrative services, reporting to the president and an integral part of Westmoreland Community College's senior leadership team, is responsible for the financial, purchasing, leasing, facilities, and college services and events areas of the college. The vice president is responsible for management and oversight of the institutional budget of \$36 million. The vice president provides supervisory oversight of five key areas, including the administrative services & board secretary, the director of accounting, the director of facilities management & construction, the director of purchasing, and the director of event services.

Public Salary Range: \$135,000 - \$150,000

Qualifications

- This position requires a bachelor's degree in accounting, operations management, or related field; master's degree and CPA preferred.
- Five or more years of experience in a financial leadership position required, relevant non-profit experience in fund accounting preferred, and higher education experience preferred.
- Experience working with and supervising employees under labor contracts preferred.
- Must be a strong leader with visionary and strategic skills, capable of making difficult decisions and pushing change that strengthens the college, while being collegial and sensitive to listening to those they serve.
- The ideal candidate will possess a strong financial background, with non-profit experience in budget and resource management, data analysis, while understanding the financial impact on students.
- Ability to effectively communicate both verbally and in writing to a broad constituency, including board of trustees, senior management, campus departments, students, as well as external groups.
- Must reflect high professional standards with a personal code of ethics characterized by honesty, integrity, openness, and fairness.

Application and Nomination

Westmoreland County Community College has selected Spelman Johnson, a leading executive search

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firm, to assist with leading this search. Review of applications will begin Friday, May 23, 2025, and continue until the position is filled. Submit a resume and cover letter via

<https://spelmanandjohnson.com/position/vice-president-administrative-services/>

- Contact James Prince at jep@spelmanjohnson.com for confidential inquiries.
- Applicants needing reasonable accommodation to participate in the application process should contact Spelman Johnson at 413-529-2895 or email info@spelmanjohnson.com.

Visit the Westmoreland County Community College website at www.westmoreland.edu

Affirmative Action/EOE Statement

The college does not discriminate in its educational programs, activities, or employment practices based on race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, gender identity or expression, veteran status, union membership, or any other legally protected classification protected by state or federal law or the proper exercise by an Association member of their rights guaranteed by the Pennsylvania Public Employer Relations Act Number 195.

Announcement of this policy is in accordance with state law including the Pennsylvania Human Relation Act and with federal law, including Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the American with Disabilities of 1990.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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