

NOTICE OF OPEN POSITION
VICE PRESIDENT FOR BUSINESS SERVICES
SPRING 2025

POSITION SUMMARY	Guide the Business Services operations of Barclay College by providing leadership for all areas of business and support services. Seek to maintain harmony, unity of purpose, vision and cooperation among personnel. Supervise the development and review of key performance indicators for the College’s business and support services, in addition to broader indicators of the College’s financial status and performance.
QUALIFICATIONS	<ul style="list-style-type: none">▪ Clear, well-articulated evangelical Christian testimony and vision for biblically-centered education▪ Prefer Master’s degree (MBA)▪ Business management experience required.▪ Passion for Barclay College▪ Agreement with the college’s Mission Statement and Statement of Faith.
GENERAL RESPONSIBILITIES	<ul style="list-style-type: none">● Supervise and coordinate all support services for efficient operation of the college community.● Keep an accurate and true record of all receipts and disbursements of all funds, which accrue, to the College.● Act as treasurer of the College● Prepare the annual budget in cooperation with the President.● Lead in the operation of student financial support, including financial aid, scholarship-granting, account billing, and related. Work with assigned staff/vendors as necessary to assure effective delivery of services.● Insure that College records are audited annually by an outside Certified Public Accountant.● Insure conformance to approved budgets through expenditure control.● Supervise the office, financial aid, food service, welcome center, technology, maintenance, construction, grounds, housekeeping, Bears Den and Bear Necessities. Select and appoint personnel for these departments and insure efficient and effective performance.
COMPENSATION	<ul style="list-style-type: none">▪ Salary (twelve-month contract) depending on degree and previous experience▪ Employer-paid medical and dental benefits▪ Retirement plan
RELATIONSHIPS	<ul style="list-style-type: none">▪ The Vice President for Business Services is on the President’s Cabinet.
UNIQUE QUALITIES	<ul style="list-style-type: none">▪ Small campus (around 200 students) allows staff to develop significant mentoring/discipling relationships with students▪ Intentional Christian community and mission▪ Interdenominational faculty and student body▪ Small, quiet, friendly, rural community▪ Progressive, growing college with excellent opportunity for personal contribution and innovation

Qualified persons should submit a curriculum vitae and letter of interest to

Dr. Royce E. Frazier, President
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