



MURRAY STATE
UNIVERSITY

Vice President for Finance & Administrative Services

Position Description



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The Opportunity



Murray State University invites applications and nominations for the position of **Vice President for Finance and Administrative Services (VPFAS)**. Reporting directly to President **Dr. Ron K. Patterson** and serving as a key member of the senior leadership team, the Vice President will play an integral role in advancing the University's mission and supporting a new era of innovation and growth. Under President Patterson's vision of *"Students First. Murray State Always. Racers Forever."*, the VPFAS will provide the financial stewardship, operational excellence, and forward-looking strategies necessary to ensure the University's long-term success.

This is an exciting time for Murray State University, with \$200 million in capital projects allocated toward new facilities, including a School of Nursing and Health Professions Building, Veterinary Sciences building, and Learning Commons/Residence Hall. As both chief financial officer and chief administrative officer, the Vice President will be responsible for ensuring the institution's fiscal integrity, sustainability, and efficiency. This role provides executive leadership for a broad portfolio that includes finance and accounting, budget planning and management, capital financing, facilities management, procurement, human resources, information technology, student financial services (billing, financial aid, and scholarships), auxiliary services, and campus safety and police services. The Vice President also serves as Treasurer to the Murray State University Board of Regents and staff liaison to the Board's Finance, Building and Grounds, and Audit and Compliance Committees.

The successful candidate will be a collaborative and relational leader who can partner effectively with President Patterson, the Board of Regents, campus leaders, and external stakeholders to build financial strength and operational capacity. The next VPFAS will be expected to embrace change and innovation, align resources with strategic priorities, and provide creative solutions to enhance the student experience and support academic excellence.

This is a unique opportunity to join Murray State University's senior leadership team during a pivotal moment in the institution's history. The Vice President for Finance and Administrative Services will be a key partner in shaping Murray State's future, strengthening its financial and operational foundation, and advancing its proud tradition of serving students, the region, and beyond.





Opportunities and Expectations

Ensure fiscal strength and transparency

The Vice President will provide ethical, sound, and transparent financial planning and management, ensuring that Murray State maintains long-term financial viability while meeting current operational needs. The VPFAS will advance budget processes that are clear, inclusive, and strategic, aligning resources with institutional priorities to sustain and grow a vibrant learning community.

Lead debt management and compliance

The Vice President will provide executive oversight for the University's debt portfolio, including issuance, management, and compliance. Working closely with external financial institutions and state agencies, the VPFAS will safeguard Murray State's fiscal health and ensure the University maintains strong creditworthiness and accountability.

Strengthen administrative and operational excellence

As chief administrative officer, the Vice President will oversee compliance with institutional policies, state and federal requirements, and statutory obligations across all areas of responsibility. The role encompasses

oversight of facility safety and adequacy for academic and programmatic needs, emergency management planning, information technology security and infrastructure, and enterprise-wide risk management.

Engage with statewide leadership and external partners

The Vice President will represent Murray State in financial and budgetary matters with the **Kentucky Council for Postsecondary Education (CPE)** and other external entities. The VPFAS will serve as a visible and trusted liaison, ensuring effective communication, compliance, and alignment with state priorities while advocating for Murray State's interests.

Partner with new presidential leadership

Joining Murray State at a transformative time under **President Ron Patterson**, the Vice President will play a critical role in strengthening the University's financial and operational foundation to support innovation, new program development, and student success. The VPFAS will work collaboratively with the President, the Board of Regents, faculty, staff, and community stakeholders to ensure that Murray State continues to thrive and advance its mission.



Personal Qualities and Professional Qualifications

- 🏰 Bachelor's degree in business administration or a related field required.
- 🏰 Minimum of ten years of progressively responsible senior-level financial and operational management experience in higher education, with direct responsibility in areas such as budgeting, accounting, or other financially related functions.
- 🏰 Deep knowledge of taxation, fiscal regulatory policy, administrative services, and the complex financial systems unique to higher education.
- 🏰 Experience managing multiple administrative units, including but not limited to: finance, student financial services (billing, financial aid, and scholarships), human resources, information technology, procurement, and related operational areas.
- 🏰 Proven oversight of facilities services, maintenance, funding, energy management, and design/construction initiatives.
- 🏰 Demonstrated success in fiscal analysis, internal controls, forecasting, asset management, debt management, accounting, and financial reporting.
- 🏰 Strong background in developing proposals, budgets, and contractual agreements consistent with university policy and procedures.
- 🏰 Experience managing large institutional budgets, tuition/fee structures, and the development of strategic tuition pricing and discounting models.
- 🏰 Demonstrated ability to foster cross-divisional collaboration, cultivate trust, and communicate transparently across the University community.
- 🏰 Executive-level decision-making and problem-solving skills with a record of effective, timely, and ethical outcomes.
- 🏰 Capacity to balance strategic vision with operational excellence, supporting both immediate needs and long-term goals of the institution.
- 🏰 Commitment to shared governance, teamwork, and servant leadership.

Preferred Qualifications

- 🏰 An MBA or other advanced degree and/or designation as a Certified Public Accountant (CPA) strongly preferred.
- 🏰 Knowledge of the **Kentucky Council on Postsecondary Education (CPE)**, state higher education financial models, and applicable Kentucky Revised Statutes.
- 🏰 Experience with management of auxiliary enterprises.
- 🏰 Familiarity with tax-exempt debt issuance and compliance.

Nomination and Application Process



Greenwood Asher & Associates is assisting Murray State University in this search. Applications and nominations are now being accepted. Inquiries and nominations should be directed towards **Jeremy Duff** and **Ann Bailey** with Greenwood Asher & Associates.

Jeremy Duff
Vice President of Executive Search
850.869.9986
jeremyduff@greenwoodsearch.com

Ann Bailey
Senior Executive Search Consultant
850.830.5169
annbailey@greenwoodsearch.com

How to Apply

- Application materials should include:
 - A letter of interest that clearly states the applicant's qualifications for the position
 - A current curriculum vitae/resume

Please submit full application packets (cover letter and CV/resume) to

annbailey@greenwoodsearch.com. **For best consideration, please submit materials by November 7th, 2025.**

LEARN MORE ABOUT MURRAY STATE UNIVERSITY:



View on mobile

About Murray State University



Founded in 1922, Murray State University is a four-year, state-supported public institution located in Murray, Kentucky. Known as the Racers, the University blends the broad educational opportunities of a larger research institution with the close-knit, student-centered culture of a smaller university. With its mission rooted in student learning, excellent teaching, and real-world application, Murray State provides an academic environment that nurtures intellectual curiosity, creativity, and global awareness.

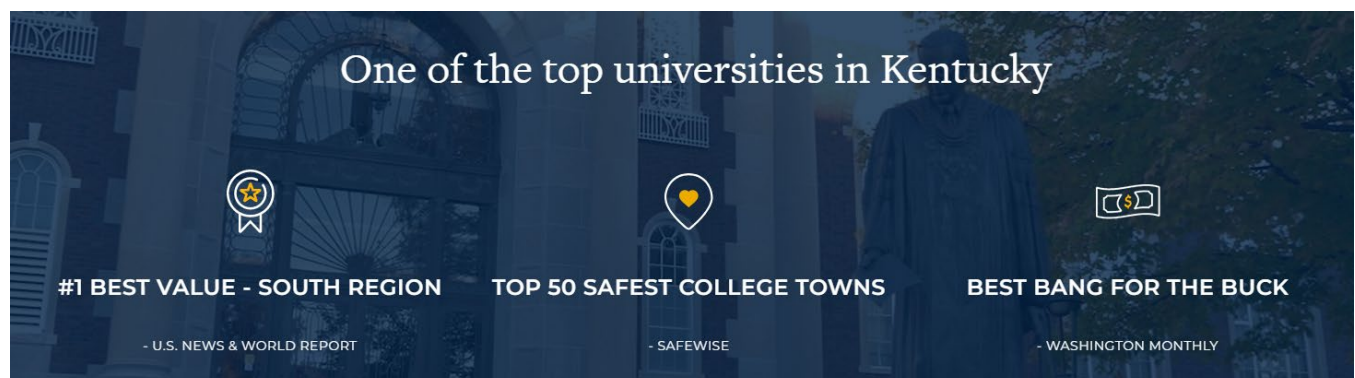
Known for its welcoming community and dedication to student success, Murray State offers students the opportunity to engage in mentored learning, research, and creative activity while preparing for meaningful careers and leadership roles. With a proud tradition of academic excellence, innovation, and service, Murray State continues to be a cornerstone of education, discovery, and public service across its 18-county service region and beyond.

Mission Statement

Murray State University places our highest priority on student learning and excellent teaching, blending the range of educational opportunities often found at research institutions with the nurturing student-teacher interactions usually found at smaller universities.

Our Strategic Attributes

-  Student learning and success first
-  Academic excellence across disciplines
-  Global awareness, and intellectual curiosity
-  Collaboration in research, scholarship, and creative activity
-  Community engagement and public service
-  Innovation and real-world application



One of the top universities in Kentucky

		
#1 BEST VALUE - SOUTH REGION	TOP 50 SAFEST COLLEGE TOWNS	BEST BANG FOR THE BUCK
- U.S. NEWS & WORLD REPORT	- SAFEWISE	- WASHINGTON MONTHLY



Students & Community *By the Numbers*

10,035

total enrollment

(students from 49 states, 53 countries, and 111 Kentucky counties)

1,562

first-time freshmen (Fall 2024)
with an average **3.57 GPA**

44%

of freshmen ranked in the top 25% of their high school class

75%

freshman retention rate (Fall 2023 → Fall 2024)

64%

six-year graduation rate

Student body: **63% female / 37% male**

\$136 million

in financial aid & scholarships
awarded

99%

of new, full-time freshmen received
aid in Fall 2023

#1

among all Kentucky Public Universities for
percentage of graduates with no student debt



President Ron K. Patterson Quick Facts

Joined Murray State: July 1, 2025 (15th President)

Higher Ed Leadership: 25+ years of experience

Previous Roles:

- President, Chadron State College
- Senior Enrollment & Student Success Leader, University of North Alabama

Leadership Highlights:

- Launched new academic and workforce-ready programs
- Guided institutions through accreditation and strategic planning
- Led 14 consecutive terms of record enrollment growth
- Secured millions in philanthropic and government support

Academic Credentials:

- Ed.D., Higher Education Administration & Leadership, Creighton University
- M.A., Marietta College
- B.S., University of Tennessee – Southern
- A.A., Northeast Mississippi Community College

Leadership Style: Collaborative-servant leader focused on access, affordability, and innovation



Division of Finance and Administrative Services

The **Division of Finance and Administrative Services** provides the financial stewardship and operational foundation that supports Murray State University's mission of teaching, research, and service. Led by the Vice President for Finance and Administrative Services, the division oversees a broad portfolio of essential functions, including accounting and finance, budget planning, human resources, facilities management, procurement, information technology, student financial services, auxiliary operations, and campus police and safety.

Through sound fiscal planning, transparent financial management, and efficient administrative services, Finance and Administrative Services ensures the long-term sustainability of the University while meeting the immediate needs of students, faculty, staff, and the community. The division plays a critical role in advancing strategic priorities, maintaining compliance with state and federal regulations, supporting institutional accreditation, and safeguarding the resources that allow Murray State to deliver high-quality education and student experiences.

In addition to internal oversight, the Vice President for Finance and Administrative Services serves as Treasurer to the **Murray State University Board of Regents** and as liaison to the Finance, Building and Grounds, and Audit and Compliance Committees, providing leadership and accountability in all matters of finance and administration.

Finance & Administrative Services – Snapshot

- 🏛️ **Finance & Accounting** – Budget planning, capital financing, debt management, reporting
- 👥 **Human Resources** – Recruitment, benefits, employee development
- 🏢 **Facilities Management** – Services, maintenance, energy management, construction & design
- 💻 **Information Technology** – Infrastructure, systems, and data security
- 📄 **Procurement** – Contracts, purchasing, and vendor management
- 🎓 **Student Financial Services** – Billing, financial aid, scholarships
- 🏠 **Auxiliary Services** – Campus operations supporting student life
- 🚓 **University Police & Safety** – Campus security and emergency management

About Academic Affairs



6

academic colleges & schools

5

regional campuses:

Paducah, Hopkinsville,
Madisonville, Henderson, Fort
Campbell

8

residential colleges on the
main campus

Extensive **online**
learning options

\$10M+

in grants

for research and hands-on
learning

Academic Excellence

29

undergraduate
certificates

6

associate programs

60

bachelor's programs

25

graduate certificates

36

master's programs

4

specialist degrees

3

doctoral programs

16:1

student-to-faculty
ratio

18

average class size

450

full-time instructional
faculty
(**77%** with terminal
degrees)



About Murray, KY



The city of **Murray, Kentucky** and Murray State University share a unique partnership built on mutual pride, hospitality, and community spirit. Students, families, and visitors often remark that Murray instantly feels like home, offering both the safety of a small town and the vibrancy of a university community.

Murray is located in a convenient area of western Kentucky and is within driving distance of many major cities locally and out of state in Tennessee, Illinois, Indiana and Missouri.

The relationship between Murray and Murray State is dynamic and mutually enriching. Community members regularly enjoy on-campus cultural opportunities, including art exhibitions, theater productions, concerts, and athletic events. In return, students, faculty, and visitors benefit from Murray's wide range of locally owned restaurants, shops, and family-friendly amenities.

Families are especially drawn to the area's high-quality schools, with both Calloway County Schools and Murray Independent Schools offering strong academics, athletics, and extracurricular programs. Many Murray State graduates and employees choose to make Murray their permanent home, a reflection of the city's welcoming atmosphere and quality of life. In 2025, the city of Murray was ranked among the top four small college towns in the United States, according to a USA Today online readers poll.

Whether engaging with the University's cultural and academic offerings or enjoying the charm of a close-knit community, Murray exemplifies the spirit of a true college town—safe, friendly, and deeply connected to the success of Murray State and its people.

 **Population:** ~20,000

 **Recognition:**

- *Friendliest Small Town in America* – Rand McNally/USA Today
- *Top 50 Safe College Towns* – SafeWise

 **Community:** Family-friendly, welcoming, and deeply connected to Murray State

 **Culture:** Local residents enjoy on-campus art galleries, theaters, concerts, and athletic events

 **Lifestyle:** Wide variety of locally owned restaurants, specialty shops, and community events

 **Education:** Excellent schools through **Calloway County Schools** and **Murray Independent Schools**

 **University Partnership:** Murray and Murray State share a proud, collaborative relationship that makes the community feel like home



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Murray State University endorses the intent of all federal and state laws created to prohibit discrimination. Murray State University does not discriminate on the basis of race, color, national origin, sex, gender identity, sexual orientation, religion, age, veteran status, disability, or political or social viewpoint in employment or application for employment, admissions or the provision of student and employee services and provides, upon request, reasonable accommodation including auxiliary aids and services necessary to afford individuals with disabilities equal access to participate in all programs and activities.