

This search ended in May, 2007, with the appointment of Myron Kunka, associate director for business enterprise, i.e. VP for finance and administration, at the Defense Threat Reduction Agency (DTRA), which is part of the U.S. Department of Defense.

Job Announcement

**The Paul H. Nitze School of Advanced International Studies
The Johns Hopkins University
(Washington, DC)**

Associate Dean for Finance and Administration

(Posted: March 2007)

The Paul H. Nitze School of Advanced International Studies (SAIS) of The Johns Hopkins University in Washington, DC, has retained Slesinger Management Services to recruit a seasoned manager and leader to serve as associate dean for finance and administration. This is an outstanding opportunity for an individual to be part of the senior management team of a highly-regarded institution that has a budget of \$28 million and campuses in Washington, DC; Bologna, Italy; and Nanjing, China.

Applications will be accepted until this search is completed; application instructions are at the end of this job announcement.

The Organization

The Paul H. Nitze School of Advanced International Studies (SAIS) in Washington, DC, is a leading graduate school of international affairs, educating students for professional careers in government, business and finance, and nonprofit organizations. Founded in 1943 by Paul Nitze and Christian Herter, SAIS has been a division of The Johns Hopkins University since 1950.

SAIS enrolls about 550 full-time students (approximately one-third of whom are from overseas) with 250 graduating each year from the two-year Master of Arts program in international relations. The school accepts a small number of candidates in the Doctor of Philosophy program. A one-year course of study leading to the Master of International Public Policy (M.I.P.P.) degree serves mid-career professionals from the United States and foreign countries.

In addition to its main campus in Washington, DC, the school manages two centers abroad, a SAIS campus in Bologna, Italy, and joint programs of Nanjing University and Johns Hopkins in Nanjing, China.

For more information about SAIS, please go to www.sais-jhu.edu.

The Position and Its Principal Responsibilities

Reporting directly to the dean of SAIS, Jessica Einhorn, the associate dean for finance and administration is responsible for overseeing all financial and administrative functions of the school, including finance, information technology, human resources, public affairs, facilities, and the library.

Key responsibilities include:

1. Serving as the organization's chief financial officer, including leading a school-wide process to produce the annual operating budget that reflects key strategic goals, and then monitoring the budget throughout the year via the production and analysis of periodic financial reports that are timely, accurate, and useful for the senior management team. The associate dean should always have a deep understanding of the financial health of the school.
2. Leading the process to identifying ways to take advantage of information technology, both in administrative tasks as well as in the classroom.
3. Overseeing key staff who serve as the school's directors for finance, human resources, information technology, public affairs, facilities, and the library, all of whom have significant specialized knowledge and expertise in their areas of responsibility.
4. Serving as a member of the SAIS senior management team (which includes the dean and three other associate deans for student affairs, academic affairs, and development), and participating in discussions to determine the future direction of the school and its policies and practices. (Johns Hopkins is a decentralized university, where each school has significant decision-making autonomy. Nonetheless, the associate dean will also work with the university's executive vice president for finance and administration and other staff at the main Hopkins campus in Baltimore.)

Desired Skills and Characteristics

As the person overseeing SAIS's finance and administration, the associate dean should be:

1. Highly knowledgeable about financial management within higher education, where revenue comes from multiple sources, including tuition, unrestricted gifts, endowment, and restricted grants from foundations and corporations.
2. A strategic thinker with an entrepreneurial spirit, who is capable of devising sound ways to finance and manage the school's future. Expertise in modeling and forecasting is highly desirable.
3. Adept at using new technology to support the school's financial management and administrative systems, as well as classroom applications. One of the major immediate challenges for the associate dean will be to implement the new (January, 2007) university-wide SAP business process software that integrates a wide variety of activities that previously were done by disparate computerized and non-computerized systems.
4. Capable of leading and managing staff, including creating a strong team atmosphere among the department directors.
5. A superb communicator, orally and in writing, especially in articulating financial and other quantitative data.

6. Able to oversee the financial and administrative systems of the programs in Italy and China, and to undertake visits as needed.
7. Genuinely interested in international affairs and the mission of SAIS, including an understanding of the importance of the needs of students and faculty when making management decisions.
8. Experienced working with people from a wide variety of countries and cultures.
9. Collegial and open. The associate dean for finance and administration must have a personality and work style that ensures that the internal atmosphere will remain open and collaborative at all levels of the school.

Desired Experience

The ideal associate dean for finance and administration will have:

1. At least seven years of senior financial management and information technology experience at complex organizations with budgets of at least \$15 million. Additional experience overseeing human resources and facilities management is also valuable.
2. Management experience in higher education is desirable, but not required.

Compensation

Salary will be commensurate with experience and qualifications. Johns Hopkins and SAIS offer generous benefits, including a 12 percent employer contribution to a retirement plan, and partial payment of tuition for dependent children attending undergraduate college (whether at Hopkins or elsewhere).

To Apply

Please **e-mail** (or mail):

- 1) cover letter that explains why you are interested and qualified,
- 2) resume, and
- 3) three-year salary history (which will be held in strict confidence) to:

Larry H. Slesinger
 Slesinger Management Services
 5016 Westpath Terrace
 Bethesda, MD 20816
 Tel.: 301-320-0680
 E-mail: Larry@SlesingerManagement.com

(please include "SAIS" in subject line; attached files
 in Microsoft Word or PDF only)

(This job announcement can also be found at <http://www.SlesingerManagement.com>.)

The Johns Hopkins University is an Equal Opportunity Employer.