Job Description
Executive Vice President
About Wheeling Jesuit University

Wheeling Jesuit University is the only Catholic institution of higher education in the state of West Virginia. WJU was founded in 1954 by the Society of Jesus and now consists of a 65-acre main campus with an auxiliary Physical Therapy campus in downtown Wheeling. WJU proudly services roughly 1,300 students representing more than thirty-six (36) states and over twenty-six (26) countries. With about forty (40) programs of study ranging from certificate programs through doctoral degrees, WJU provides a rigorous, affordable liberal arts and professional education, grounded in the Catholic, Jesuit tradition of educational excellence and compassionate service.

As an NCCA Division II school, the Cardinals proudly host eighteen (18) athletic teams in a wide variety of both men’s and women’s sports. Our beautiful campus boasts a wide variety of athletic facilities including our 96,000 square foot McDonough Athletic Complex and newly renovated Bishop Schmitt Outdoor Athletic Complex.

WJU is committed to a culture of inclusion in which all individuals are respected and treated fairly. The University fosters an environment which promotes a healthy work-life balance and affords an opportunity for all employees to excel.
Executive Vice President

The Executive Vice President (EVP) shall serve as the University’s Chief Operating Officer. In the temporary absence or unavailability of the President, the EVP shall assume the duties of the President, unless otherwise directed by the President. The EVP shall serve as a member of the President’s Council and shall be directly responsible to the President. The EVP shall have the primary responsibility for assisting the President in maximizing the University’s operating performance and achieving its strategic goals.

Areas of responsibility for the Executive Vice President include the following:

• Assist with the overall strategic plan for the University.

• Assist with the successful leadership of academic programs -- specifically -- Health Sciences, Business & Technology and Liberal Arts & Sciences.

• Develop and implement academic programs and majors.

• Successfully manage University resources and allocations.

• Assist with the overall development of fund and “friend” raising.
Key Responsibilities

Reporting to the President, the Executive Vice President will:

• Articulate a clear vision of qualities necessary for the institution to grow prominence as a leader in private, Jesuit higher education.

• Provide an innovative and insightful university-wide leadership as a key decision maker and strategic thought partner to the President.

• Work collaboratively to develop, maintain and implement Wheeling Jesuit University’s multi-year strategic plan.

• Formulate and communicate short-term and long-range goals that reflect the Strategic Plan and Mission.

• Participate in the development of the operating and capital budgets.

• Work collaboratively with other members of the President’s Council to ensure proper achievement status related to the University’s overall operating efficiency.

• Promote a culture of data-informed assessment and evaluation across all assigned areas of responsibility.

• Contribute to the University’s efforts and success in fund and “friend” raising by participating in development and alumni activities as requested.

• Other duties may be assigned by the President, or designee.
Key Qualifications

Required Qualifications

• A leader who embodies the mission of a Catholic, Jesuit institution in creating men and women who exemplify a commitment to life, leadership and service with and among others.

• Commitment to the Catholic, Jesuit mission and Ignatian spirituality.

• Doctorate or other appropriate terminal degree.

• Ten (10) years of proven success in higher education leadership with a preference for serving in a private, Catholic institution.

• An understanding of the culture of a college campus and ability to maintain a “big picture” strategic view.

• Ability to work constructively and effectively within the academic community and with a variety of internal and external stakeholders.

• An effective, balanced, and collaborative leadership style that combines a capacity for strategic vision with technical experience in management and leadership in a higher education setting.
Benefits & Compensation

• Comprehensive benefit plan including, health, dental, prescription and vision insurance.
• Retirement options including participation in the University’s 403B plan with employer match.
• General paid leave including: vacation, sick, personal, holiday and mission.
• Employer paid life, short-term and long-term disability coverages.
• Access to the University’s Employee Assistant Program (EAP)

This is a full-time, 12-month, senior leadership position.

Compensation for this position is commensurate with education and experience.
Application Instructions

Interested candidates may apply and submit the required documents listed below by visiting https://www.wju.edu. The search committee will begin reviewing applications and continue to do so until the position is filled; however, application materials received within 2 weeks of the posting date will receive priority review.

Upon visiting our employment site, please include the following documents:

- Cover Letter
- Resume/CV
- Names and contact information for three (3) professional references.

Confidential Inquiries and questions may be sent to:
Mr. David Hacker
Vice President, Human Resources & Compliance
Email: dhacker@wju.edu
Phone: 304.243.2639

AS AN EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER, WE ENCOURAGE APPLICATIONS FROM QUALIFIED VIETNAM ERA VETERANS, DISABLED INDIVIDUALS, MINORITIES, AND WOMEN