



Vice President of Business Services & CFO Hiring Timeline



Posting of Position

Closing of Position

Zoom Interviews

Forums and In-
Person Interviews

Recommendation to BOT

Additional Information

- **Salary:** \$120,000 - \$135,000
- **Committee:** The search committee consists of professional staff, an Executive Support representative, full-time faculty and a member of the Board of Trustees.

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| January 20, 2023 | Post the position. Applicants must submit the following items: A letter of Interest stating how your experience and qualifications connect with JALC's mission, required characteristics, and priorities expressed in the vacancy; a CV/resume; and a copy of all transcripts. |
| March 3, 2023 | Position closes at the end of the business day. |
| April 3-7, 2023 | One-hour Zoom interviews for the selected candidates. |
| April 17-21, 2023 | In-person interviews and forums will take place. |
| May 23, 2023 | President makes a recommendation to the Board of Trustees at the May board meeting. |

Dates are subject to change.