

University of
JAMESTOWN
OPPORTUNITY
PROFILE

TOGETHER **WE THRIVE**



OUR GRADUATES, KNOWN AS “JIMMIES,” DEVELOP LIFELONG CONNECTIONS AND OPPORTUNITIES TO THRIVE IN THEIR CHOSEN PROFESSIONAL PATH.

MESSAGE FROM THE PRESIDENT

Thank you for considering the exciting opportunity to serve as the Vice President for Academic Affairs & Dean of the Undergraduate Faculty (VPAA) at the University of Jamestown—where tradition meets innovation in the heart of the Midwest. Since our founding in 1883, our affiliation with the Presbyterian Church has driven us to nurture both minds and character, empowering our students, faculty and staff to make a difference here. Higher education today faces significant challenges, but we continue to thrive at the University of Jamestown because of our commitment to our mission.

Guided by our strategic plan, Together We Rise, and rooted in our values, we are forging a bold future for our institution. This is supported by an \$80 million capital campaign, which is enabling us to expand our reach in meaningful ways—diversifying our student body, launching new graduate and undergraduate programs, and establishing new locations. Our commitment to academic

excellence extends also beyond the classroom. Through internships, study abroad opportunities, and faith-based activities, we create holistic learning experiences that prepare students to succeed in a complex and interconnected world.

The newly established Unruh School of Character in Leadership is at the heart of this commitment, which supports the development of integrity, humility, wisdom, and a deep sense of service. Even as we expand, we remain consistent in our dedication to personalized education, ensuring that every student receives the same care, attention, and compassion that has defined UJ for over a century.

We invite you to join us on this journey and help us succeed.

Warm regards,

Dr. Polly L. Peterson, '89
*University of Jamestown
President*

2023-24 FINANCIAL OPERATIONS

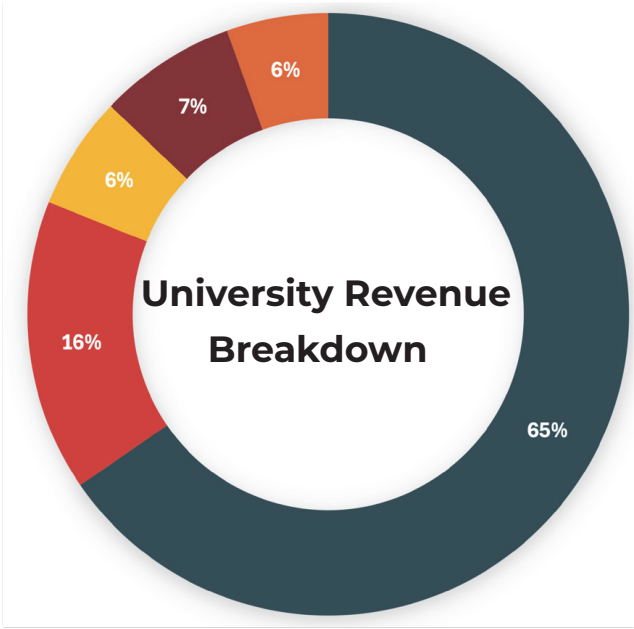
The University’s financial structure is essential for sustaining its mission. While UJ has a diverse income pool and investments, Tuition and Fees are the primary sources of income.

Room & Board/Auxiliary revenues enhance campus life, providing students with a sense of community and safety.

Contributions from alumni and friends are also essential for our future, fueling scholarships and expanding our facilities and academic offerings. They also reflect support for the innovation fund, a unique opportunity for UJ to fund new ideas.

The Endowment Return supports our financial stability and long-term growth by investing in scholarships, academic programs, and infrastructure.

Finally, revenue from Other Income and Released Restrictions reflects funds from grants and partnerships.



- Tuition and Fees
- Room & Board/Auxiliary
- Contributions
- Endowment Return
- Other Income and Released Restrictions

\$13.31M

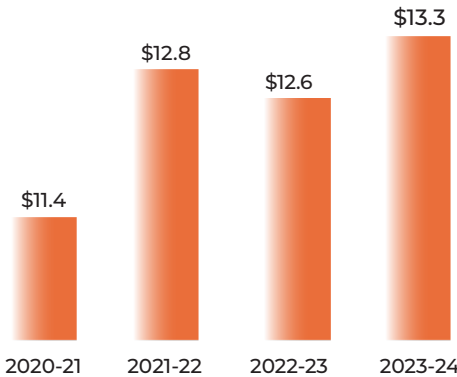
in Student Aid

100%

of Full-Time Undergraduate Students Receive Financial Aid

Financial Aid Awarded

(dollars in millions)





99%

Career Placement Rate



100%

NCLEX Pass Rate
(Nursing Examination)



100%

of Full-Time Students
Receive Financial Aid

A history to honor. A mission to follow.

Charter: *"We therefore form this association for the purpose of establishing and perpetuating an institution of higher learning in order that the young people of our state and nation may have an opportunity of increasing their knowledge in the liberal arts and for the development of character under the guidance of correct moral and religious influences."*

Mission Statement: The University of Jamestown is a student-centered university dedicated to the development of wholeness in all members of our community. We adhere to a curriculum of academic excellence which blends the liberal arts with sound professional preparation. Our commitment to the Christian faith encourages an atmosphere of self-discipline, responsibility, and concern for the continuing growth of the individual.

Vision Statement: The University of Jamestown seeks to be the best career-oriented, liberal arts university in the Midwest with a presence that extends into other strategically chosen regions across the United States. We will do so through offering innovative academic programs in a variety of formats that blend the best of the liberal arts tradition with professional training in an engaged, student-centered, Christian environment that cultivates lifelong personal and professional success.



HALO EFFECT

Our Christian roots of self-discipline, personal growth, servant leadership, and holistic development provide a halo for everything to do here. Whether through weekly chapel, a Bible Study with students and faculty, or being involved in one of several ministry teams, UJ provides a welcoming environment where everyone can grow their faith.

In 2023, Jim and Candy Unruh committed to creating the School of Character in Leadership. With their tremendous support, we will build academic programs and physical space to live out our mission.



CHAPEL RENOVATION AND NEW STUDENT CENTER

The iconic Voorhees Chapel and the future Reuben and Clarice Liechty Center for Faith and Life are at the heart of our campus. These facilities will provide students with a convenient and comfortable place to relax, study, meet, and worship under one roof.

They open September 25, 2025, as part of a university-wide leadership day, hosting national and regional keynote speakers and learning activities for students, alumni, and the community.



UJ AT A GLANCE



Enrollment:

1,484

Student to
Faculty Ratio:

12:1

Average Class Size:

19 Students



Degree Programs:

40+

**UNDERGRADUATE
MAJORS**

25+

MINORS

**ONLINE &
ACCELERATED
PROGRAMS**

13

**PRE-PROFESSIONAL
AND CERTIFICATION
PROGRAMS**

9

**GRADUATE/
DOCTORATE
DEGREES**



Athletics:

**COMPETE IN THE
NCAA**
DIVISION II

**MEMBER OF
NSIC**
The Northern Sun
Intercollegiate Conference



Institution Type:

Private

FAITH BASED, NOT-FOR-PROFIT

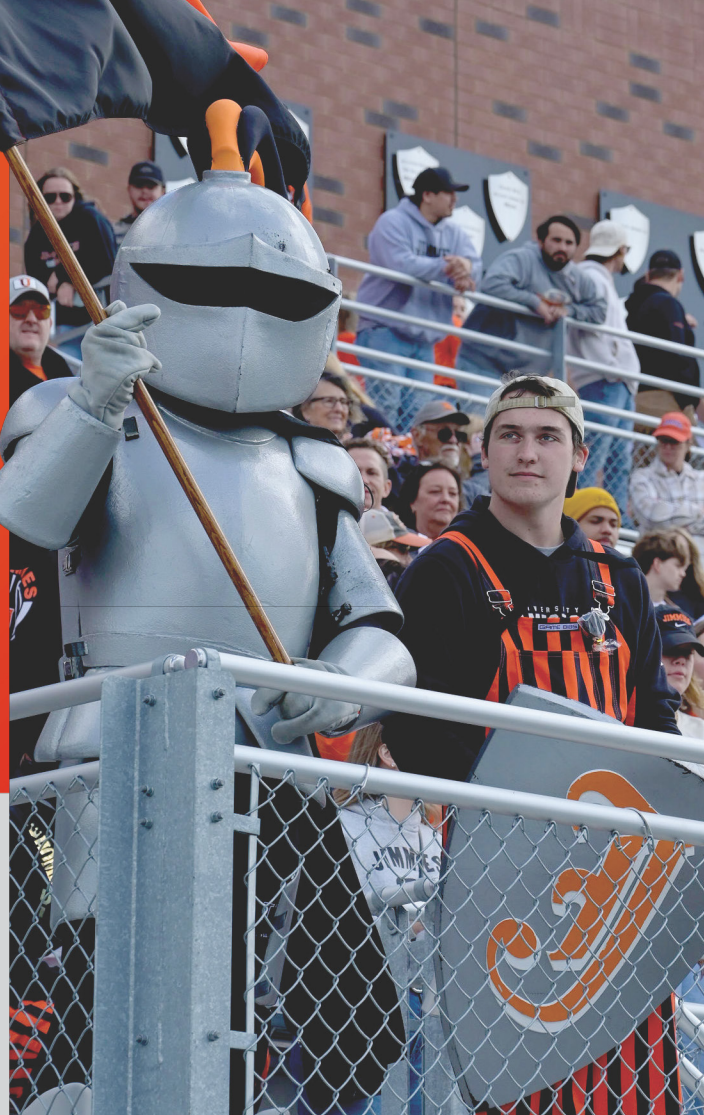
Campus Setting:

Rural
SMALL TOWN

Students come from:

36
STATES

22
COUNTRIES





Jamestown Main



Jamestown Legacy



Fargo Physical Therapy



Fargo Graduate and Professional Studies



Phoenix, Arizona

University of Jamestown LOCATIONS

Vice President for Academic Affairs & Dean of the Undergraduate Faculty

POSITION PROFILE

The University of Jamestown (UJ) invites nominations and applications for the position of Vice President for Academic Affairs & Dean of the Undergraduate Faculty (VPAA).

An Exceptional Opportunity

UJ seeks an accomplished leader who is also an effective and selfless team player; someone who will be a respected leader in the service of undergraduate students, studying primarily on the Jamestown campus, while working under the direction of the Executive Vice President to implement a progressive strategy for growth.

The VPAA supervises a Dean of Undergraduate Academic Affairs, all undergraduate academic programs, the performing arts, the Office of the Registrar, the University Libraries, the Office of Instructional Design and Development and the Faculty Development office.

The VPAA will possess the experience, skills and drive required to help shape the future of this innovative and progressive institution, while exemplifying the character and ethics expected in a highly visible and trusted university and community leader.

Opportunities and Challenges for the VPAA

Changes in the Education Landscape

The Executive Vice President has been charged with developing academic programs that will guarantee UJ is



competitive while remaining true to its mission and values. This includes expanding graduate programs, including satellite campuses in Fargo, ND, and Phoenix, AZ, and universally accessible online programs. While UJ remains centered on the liberal arts, the curriculum must be responsive to the expectations of its students.

Demographically, North Dakota has an abundance of public educational options and a shortage of traditional college age students. To remain sustainable, Jamestown must grow. To grow, Jamestown must expand its footprint, while maintaining a liberal arts core.

Execute the Strategic Plan

UJ has accomplished what most institutions merely aspire to. UJ has created a comprehensive 5-year strategic plan and is following it faithfully. While change is a constant in academe and no plan can absolutely predict the future, the ability to execute the plan is a paramount responsibility of the VPAA.

UJ is not looking for a bureaucrat. It needs a builder. A person who can effectively use data to achieve change. A leader who can support and inspire a dedicated faculty and staff to offer their best in pursuit of student learning. Someone who will embrace the direction UJ has chosen and find ways to make the right things happen.

Work as an Effective Team Player

To accommodate growth, UJ has developed an organizational structure that distinguishes undergraduate and graduate programs. This VPAA has responsibility for undergraduate education. A Dean of Undergraduate Academic Affairs reports to the VPAA. There is also a VPAA and Dean of the Graduate Faculty, with a Dean of Graduate Academic Affairs reporting to it.

In practice, the two VPAA's and two Deans of Academic Affairs need to work together in the development and execution of the curriculum to ensure effective operation. The better they are able to work as a team, the greater the chances that UJ will thrive.

Promote a Collegial, Innovative, and Mission-Driven Campus Culture

The University of Jamestown is committed to rapid growth, with that growth coming primarily in professional and graduate programs. The speed and shape of change has impacted everyone at UJ over the past several years, including the faculty and staff on the Jamestown campus. The VPAA must be prepared to promote a positive outlook toward a culture of continual change, while encouraging open discussion of challenges. Solutions must be sought, developed, embraced and followed through to completion.

The VPAA will engage all constituencies in productive dialog, accepting responsibility when things go wrong and celebrating successes as triumphs of community.

Oversee Faculty in an Evolving Academic Environment

UJ students include traditional undergraduate learners; adult learners of varying ages seeking degree completion; working adults seeking non-degree credentialing; and both traditional and non-traditional students seeking graduate degrees.

One challenge for faculty is to establish and maintain academic rigor and successful learning outcomes among groups who learn

differently and approach higher education for different reasons. Pedagogy and andragogy must be adapted to each audience, as must the medium of delivery.

Another challenge is to preserve what is unique in different academic disciplines while adapting to the need to establish cross-curricular options for students.

A third challenge is to achieve university-wide clarity on the roles of teaching, research and service. On the one hand, faculty members need to be appreciated as individuals. On the other, standards and measures of performance must be commonly understood and consistently applied.

The VPAA must be prepared to coordinate a complex, multifaceted academic operation where change is the norm rather than the exception. This will require an appreciation for the needs of a wide variety of learners and an understanding of the applications of technology in teaching, learning and research.

Address Enrollment Challenges

The University of Jamestown is an enrollment driven institution at a time when competition for a reduced number of traditional students is intense. Current undergraduate enrollment is 990. The current acceptance rate is 92%. Optimal growth of the undergraduate student body is to 1050 to 1100 students. Growing market share will require UJ to recruit aggressively and retain students who will persist to graduation.

Working closely with the Executive Vice President, the VPAA will need to assess market demand and champion the development of new programs that draw students to UJ. Some existing courses will need to be repositioned to support the general education curriculum or cross-disciplinary majors.

The next VPAA must be prepared to support UJ's commitment to both traditional age and adult learners, its commitment to quality education and its commitment to access, accomplishing all three through effective management of financially viable programs.

Support the Transition to NCAA Division 2 Athletics

More than 50 % of UJ undergraduate students are athletes. Movement to NCAA D2 status raises the level of competition and, in doing so, changes somewhat the profile of undergraduate student athletes. Rules regarding athlete's image and likeness and the application of scholarship dollars will require a close working relationship between the VPAA and the Athletic Director to ensure fair treatment and academic rigor as student athletes persist to degree.

The VPAA should have a solid understanding of the role of intercollegiate athletics at a university like UJ, particularly as athletics relates to the student experience and campus environment, marketing, enrollment management, and budget.



Embrace Faith and Diversity

The University of Jamestown is a university founded by Presbyterian settlers to the northern Great Plains that embraces the Christian faith. UJ welcomes all who wish to learn regardless of their faith or lack thereof. The university approaches religious life from the perspective of meeting students where they are on their own faith journeys, walking along side of them, providing guidance and counsel, and embracing them as whole people created in God's image with all of their unique gifts and flaws. The university actively promotes open discussion about faith in an ecumenical, non-dogmatic fashion.

Within that context, UJ welcomed students from more than 20 faith traditions and denominations in the 2024-2025 academic year. Its students come from 34 states, 21 countries, and six continents. The undergraduate student body is unique in that UJ has slightly more male than female undergraduate students, and in recent years it has grown increasingly racially and ethnically diverse. The student body is also quite diverse from a socio-economic perspective with a sizable proportion of UJ students being in the first generation of their family to attend college.

The VPAA will understand that diversity is an important aspect of life at UJ and will work to increase the diversity of the faculty, staff and students while reaching out to the greater community with programs that serve its needs.





Did you know?

University of Jamestown (formerly Jamestown College) was the first college to be chartered in what is now North Dakota. It was founded in 1883, six years before North Dakota became a state.

Be an Effective Communicator

Because UJ serves a wide variety of learners in multiple communities, the need for effective communication is paramount. Academic silos must be eliminated in favor of cooperation across the curriculum. Coming together to respectfully discuss academic issues and develop a commonly shared vision must become standard practice.

The VPAA cannot be everywhere, but will understand the need to project a 24/7 presence that ensures that people have the information they need to function effectively within an extended educational community. The VPAA needs to be accessible to members of the UJ community, anticipating needs and being where needed, when needed.

Members of the UJ community understand that difficult decisions will need to be made and that all parties may not be satisfied with the consequences. The VPAA will work to be as transparent as possible in making decisions and will effectively communicate the reasoning behind decisions that impact the university.

The VPAA must be prepared to earn and retain the respect of a talented and innovative faculty with high expectations for their leaders.



Accept Financial Challenges

Like most tuition-driven schools based in a liberal arts tradition, UJ faces financial challenges. The current discount rate is 44%. Additional discounting of tuition to draw students has limited value. Athletics at the D2 level is important as a recruitment and retention tool, but comes with attendant costs. As a primarily teaching institution, grant income generated by research is limited. The endowment is not large enough to prop up the operating budget and growth of the endowment to desired levels is a continuing long-term project.

Focused enrollment growth, combined with higher retention of existing students, will be the primary vehicle for balancing the budget in the foreseeable future.

Support Fundraising

UJ's strategic plan includes growth of the endowment and a future capital campaign.

While not the primary fundraiser for the university, the VPAA will assist the Executive Vice President in communicating a passionate vision for the university that inspires donors.

The VPAA will aggressively seek to build and strengthen relationships with all constituents, including students, alumni, faculty and administration, the community, local and statewide businesses and foundations.

Strengthen and Develop Partnerships

The VPAA serves as not only an institutional leader but also a community leader and spokesperson. He or she will be expected to promote the university's visibility and reputation by demonstrating strong leadership and personal integrity.

The VPAA will actively seek opportunities to increase awareness of the university and will effectively convey the university's unique academic mission, strengths and values to all constituents.

He/she will have the opportunity to not only strengthen partnerships with the Jamestown community, but also identify and develop new ones there. Accomplishing this will require a VPAA who is as comfortable working outside the academy as within its confines.



Qualifications & Qualities of the VPAA

The VPAA will be a servant leader who possesses a terminal degree and an appreciation of the value of Christian higher education.

In addition, the following qualities are desired:

Leadership

- Demonstrated ability to implement a strategic plan, engaging faculty and staff and communicating clearly and transparently.
- Evidence of the capacity to lead through change.
- The style and experience of a planner and a doer. Someone who takes pride in assembling a team, setting clear, measurable goals and achieving success.
- The ability to innovatively lead and administer the academic programs of a university that serves a diverse population.
- Experience building and motivating effective teams —appreciating the nuances of leading both faculty and administrative operations.
- Capacity for strategic thinking and innovation.
- Ability to drive consensus but also be bold and decisive when appropriate.

Relationship Building

- The ability to work comfortably within the Jamestown community.
- The ability to build trust and respect across multiple constituencies (students, parents, alumni, faculty, administration, trustees, athletics, staff, community and strategic partners).
- The ability to develop and nurture partnerships across the university and with external organizations.

Business Acumen

- Experience operating in a complex educational organization.
- Experience managing budgets and financials at a detailed level.
- An understanding of the value of data-driven decision making.
- Strategic planning experience in an academic institution.

Communication Skills

- Effective oral and written communications.
- The ability to listen respectfully to a wide range of constituents.
- Ability to achieve buy-in and active support for bold actions.
- The ability to adjust style to communicate effectively to a wide range of constituents.

Personal Characteristics

- The highest ethical and moral standards in both professional and personal life.
- A personal faith that aligns with the approach to religious life taken by the university.
- Perseverance, work ethic and drive to build a legacy of success.
- Intellect, curiosity and open-mindedness.
- Eagerness and stamina to serve 24/7 as an institutional advocate and spokesperson.
- Humility and a sense of humor.



Application PROCESS

The University of Jamestown VPAA Search Committee will begin reviewing and evaluating applications as they are received and will continue to accept and review credentials until a new VPAA is selected. To ensure fullest consideration, candidates are advised to submit their materials by **May 23, 2025**.

Applications should be in PDF format and submitted through the AGB Search portal at [UJamestown VPAA Application Portal](https://UJamestownVPAAApplicationPortal.com).

Please direct any nominations, expressions of interest, or questions regarding the application process to UJVPAA@agbsearch.com or to:

Richard A. Wueste, J.D.
Senior Executive Search Consultant
AGB Search
richard.wueste@agbsearch.com

Materials must include:

- A **Letter of Interest** that responds to the Opportunities & Challenges for the VPAA and the Qualifications & Qualities for the VPAA-sections of this profile.
- A current **CV or resume**.
- The names and contact information (telephone and e-mail) for **five references**, none of whom will be contacted until a later stage of the search or without the formal permission of the candidate. All inquiries and applications will be received and evaluated in confidence.



Discover **JAMESTOWN!**

The community of Jamestown has a population of 16,000 and is situated between the James and Pipestem Rivers and almost directly between the state's two largest cities (Fargo and Bismarck).

Plenty of outdoor, art, community, and wellness events and facilities exist to enjoy.





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