

SEEKING A CBO POSITION

- Education:

College degree, Doctorate preferred

Field of Study: Business, Accounting, Management
CPA a plus

- Experience:

Sitting CBO; Second; College VP; K-12; State Office; Audit firm

Breadth and Depth

Prepare to move around

- Your criteria:

Multi-College; Single College/Single Campus; Single College/Multicampus;
Single College with Centers (different skill sets)

Location

Size

Growth institution; stable; train wreck

- Your Search:

ACCCA; ACBO; Conferences; Chronicle of Higher Education; Organizations
(e.g. Internal Auditors); Word of Mouth

- Screen Possibilities:

Look behind the title at functions and who does what

Check org structure

Research the institution, the CEO and the Board

Analyze the job description vis-à-vis your background and experience

Documents (audit reports, budget proposal, accreditation, strategic planning)

- Prepare the Letter and Resume:

Letter: Tailor to what they're looking for

Resume: Highlight your career accomplishments to date

References

- Invitation to Interview

Go deeper with your research

Walk the campus

Know anyone there

Their reputations (the institution, CEO and Board; relationships)

Anticipate their questions

Questions for them; What are they looking for

Coaching

Be prepared for anything

- Final Interview

See preceding section

Evaluate your initial interview...honestly; what did you learn about them

- After you get the job

Meet Up...your staff; significant others

Open door policy

Critical Success Factors (see The Chief Business Officer, Roles and Responsibilities)

See “Miscellaneous” in Roles and Responsibilities)

Make your team a winner

