



POSITION PROFILE
**VICE PRESIDENT
OF ADMINISTRATION
AND FINANCE**

MAY 2024



“Spiritus Mundi,” one of UHCL’s iconic sculptures

VICE PRESIDENT OF ADMINISTRATION AND FINANCE

The University of Houston–Clear Lake (UHCL) is launching a national search for a Vice President of Administration and Finance (VPAF). Reporting directly to the President and serving as the Chief Financial Officer on the President’s Leadership Team, the CFO will lead finance and related administrative functions supporting the University’s strategic, financial, and operational goals. The VPAF is responsible for the areas of planning and budget, facilities management and construction, business operations, human resources, and campus public safety/university police.

The VPAF will play a critical role in developing and implementing financial strategy while having the ability to lead and shape four immediate strategic opportunities:

1. Optimization of new revenue and growth initiatives, and support for enrollment investments to ensure a stable financial environment.
2. Facilitating the campus’s effective addressing of the current budget challenges, including ensuring that effective analysis is performed and shared.
3. Communicating financial and operational information effectively in a collaborative spirit with the leadership team and the campus community, and supporting the shared governance environment.
4. Enhancement of processes and organizational structures.

The VPAF will be an experienced and dynamic leader who will partner and collaborate with the president, other senior leaders, the entire campus community and the larger UH System and state leadership. The VPAF will inspire confidence and demonstrate creative, action-oriented, and fiscally responsible leadership. They will be asked to engage with transparency, authenticity, and empathy to multiple stakeholders while developing realistic objectives and effectively communicating financial information and plans.

ABOUT UNIVERSITY OF HOUSTON-CLEAR LAKE

University of Houston–Clear Lake is a four-year university with more than 90 [undergraduate](#) and [graduate](#) degree programs and three [doctoral programs](#) from its four [colleges](#). UHCL’s more than 78,000 alumni are leaders in a variety of fields and include 10 astronauts, more than 400 CEOs and at least one best-selling author. UHCL is also a destination for the arts, featuring educational and entertaining exhibitions in the [Art Gallery](#) and multi-genre performances in the [Bayou Theater](#) throughout the year.

You can explore more at www.uhcl.edu.

Student Experience

There’s a lot more to college than class, though. And where better to find that out just 30 minutes from the fourth-largest city in the U.S., and 30 minutes from fun in the sun on Galveston beaches? Hear a symphony in the Bayou Theater, try some chili at our annual Chili Cook-Off, and even apply to become a hawk – UHCL’s school mascot, Hunter the Hawk. Put some life in your school-life balance.

More information at [Campus Life](#).

Strategic Plan

The strategic plan is a real-time roadmap that provides guidance and clarity regarding UH–Clear Lake’s priorities, objectives, and overall direction for the next five years. The plan is intentional and strategic and provides guidance that will impact student success and elevate UHCL’s profile as a thought leader. It creates the pathways towards collaboration with community partners to provide innovative opportunities to create a more welcoming culture for our students on campus and throughout the region.

More information at [Strategic Impact 2025 and Beyond](#).



UHCL students discussing notes at the Pat and Wendell Wilson Park

CAMPUS LOCATIONS & FACILITIES

Over the past five years, UHCL has achieved significant milestones, marking a period of growth and innovation. In fall 2019, we reached a record enrollment, enabling more students to pursue their academic ambitions. This expansion facilitated an increase in the number of performances hosted in our dynamic theater and exhibitions featured in our art gallery. Additionally, we embarked on a journey of physical expansion, opening four new buildings and expanding into key locations aimed at enhancing our learning environment and fostering greater engagement.

One such expansion is in the University of Houston–Clear Lake at Pearland location, which has been enriching the educational landscape of the greater Pearland area since 2010. Situated just off Pearland Parkway, a few miles south of Beltway 8, this location offers a range of undergraduate and graduate degree programs in fields such as education and nursing.

Another key location is at the Texas Medical Center (TMC), renowned as the largest hub for healthcare delivery and research globally. Nestled within the Fannin Tower, UH–Clear Lake at the TMC occupies the entirety of the 14th floor. With a specialized focus on business skills, finance, reimbursement, and operations, our medical center degree programs prepare students to undertake administrative roles within healthcare institutions, spanning both public and private sectors.

- **STEM and Classroom Building (UHCL):** A state-of-the-art, 121,000-square-foot building featuring 13 faculty research labs, 15 teaching labs, a 100-seat tiered lecture hall, and an astronomy observation deck
- **Recreation and Wellness Center (UHCL):** A 81,709-square-foot facility offering dozens of amenities health and wellness amenities, including two regulation-sized basketball courts, a large weight room, and a cardio room
- **Hunter Residence Hall (UHCL):** A 294-bed residence hall with community-style living in the shared common areas, quiet study spaces, community lounges, a spacious community kitchen, laundry facilities on each floor, mailboxes, and a full-service front desk
- **Health Sciences and Classroom Building (UHCL at Pearland):** A 69,539-square-foot facility that includes simulated hospital rooms with a nurses’ station and a pharmacy station for hands-on training, a 100-seat tiered lecture hall, chemistry and biology laboratories, 19 faculty offices and private study rooms.



UHCL at Pearland Health Sciences and Classroom Building



Hunter Hall



STEM and Classroom Building



Recreation and Wellness Center

ABOUT PRESIDENT WALKER

Dr. Richard Walker was appointed to serve as UHCL’s sixth president in May 2022, after serving as the interim president for seven months. He has over 40 years of experience in higher education, at both public and private institutions. At University of Houston System, he served as the vice chancellor for Student Affairs and Enrollment Services. At University of Houston, he served as the vice president for Student Affairs and Enrollment Services. His many leadership roles reflect his commitment to students and to higher education.



Dr. Richard Walker, 6th president of University of Houston–Clear Lake

THE OPPORTUNITY AND AGENDA

The VPAF is a senior leadership team member and a direct report to the university president. They will demonstrate sound financial management and leadership, provide strategic vision and direction, promote effective and efficient resource management, and work collaboratively with all stakeholders to enhance the university's short- and long-term fiscal health.

The agenda of the new VPAF includes:

- Support the President in developing and implementing plans for the long-term financial sustainability of the University, including analyses of current operations and articulation of choices for the future.
- Provide strategic leadership and direction to the division of Administration and Finance, to include budgeting, human resources, business operations, facilities management construction and campus public safety, by fostering a culture of collaboration, innovation and continuous improvement.
- Monitor financial performance, analyze variances and provide regular reports to the University of Houston System Board of Regents, the Chancellor and lawmakers.
- Provide direct support in the development and revisions to the UHCL Master Plan.
- Support the President with the oversight and execution of the Office of Compliance dedicated to promoting a positive culture of ethics, integrity, accountability and compliance, through collaborative partnerships that focus on ensuring adherence to established laws and regulations, and university policies and procedures.
- Provide guidance and direction to the shared governance process, including University Council and the committee structure, including Planning and Budget Committee, Facilities Construction Committee and University Life. Work closely with the leadership of the faculty Senate, University Staff Association and Student Government.

PROFESSIONAL QUALIFICATIONS AND PERSONAL ATTRIBUTES

- Master's degree in finance, accounting, business, financial management or related field is required. CPA is preferred.
- A minimum of 10 years of progressive leadership experience in financial management is required. Higher education experience is preferred.
- Advanced skills in budgeting, financial planning and analysis, and financial reporting.
- Knowledge of federal, state, and local accounting rules and regulations, specifically GASB and state of Texas is important)
- Demonstrated experience in strategic planning, data and trend analysis, as well as excellent analytical, problem-solving and decision-making skills.
- An innovative, entrepreneurial approach to the position.
- Excellent communication and interpersonal skills, with the ability to effectively engage with diverse stakeholders in a transparent and collaborative spirit.
- A quick learner with a broad skill set and experiences across all aspects of the finance and administration areas.
- Proven leadership skills with the ability to lead, motivate and mentor a strong and effective A&F leadership team. Ability to effectively collaborate with leaders in a team environment.
- Prior experience with multi-campus branches, and in a financial leadership role, a plus.



Potter Pond



UHCL's Mascot, Hunter the Hawk, posing with our UHCL letters

THE APPLICATION PROCESS

Nominations and Applications

The Search Committee will begin reviewing applications in early July and will continue until the position is filled. For best consideration, applicant materials should be received by July 15, 2024.

Candidates Should Provide:

- Letter of interest stating how the candidate's experiences and qualifications connect with the characteristics and priorities expressed in the position profile.
- Resume or curriculum vitae.
- Five professional references with emails, telephone numbers, and a description of the candidate's professional relationship with each reference listed (references will not be contacted without prior written authorization from the applicant).

Please [click here](#) to apply for the position. Should you have any questions or encounter any difficulties with the application process, please contact UHCLVPAF@agbsearch.com.

The search is being assisted by the following professionals from AGB Search:

- **Larry Ladd**
Executive Search Consultant
larry.ladd@agbsearch.com
(508) 274-0910
- **Margaret "Peggy" Plympton**
Principal
margaret.plympton@agbsearch.com
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ABOUT THE CLEAR LAKE REGION

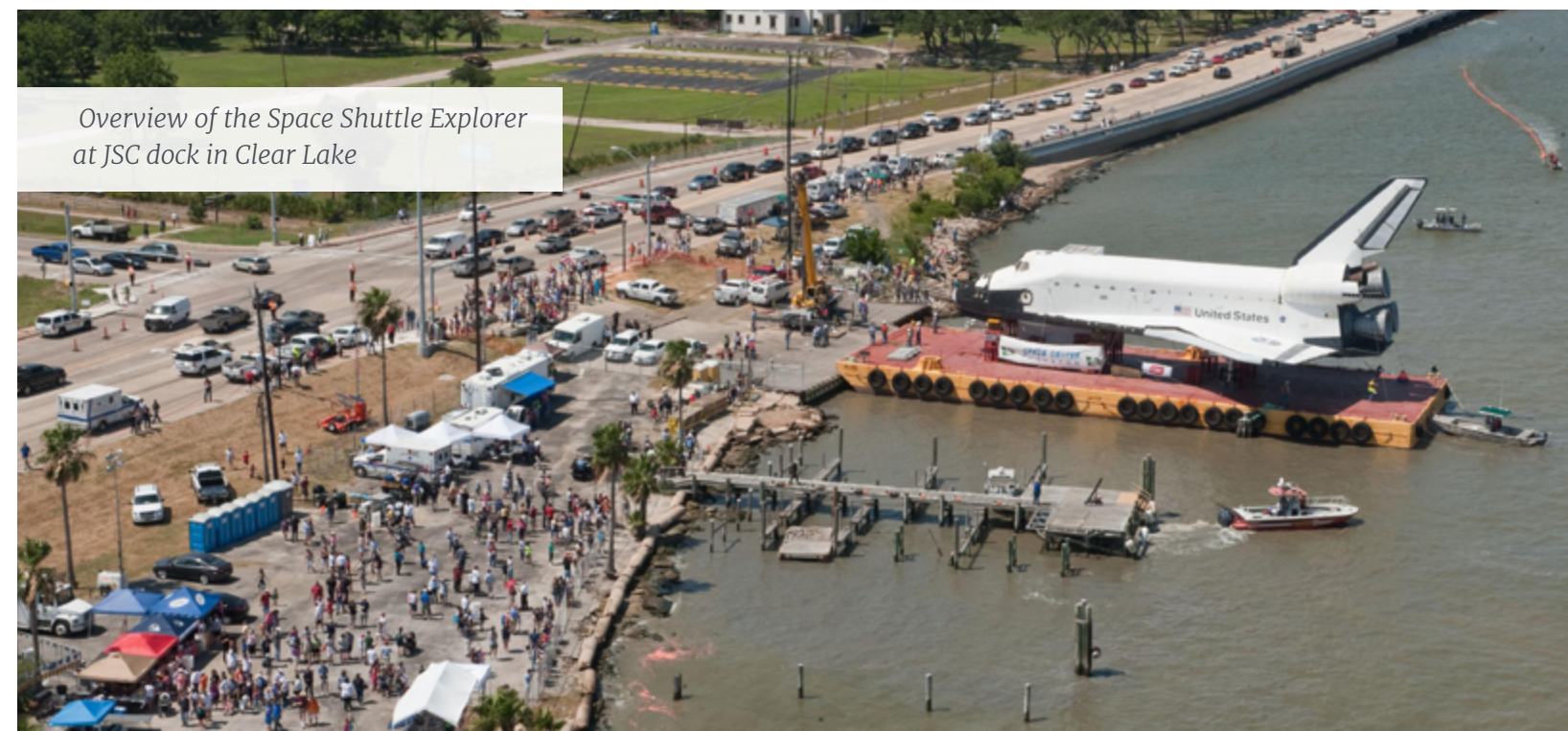
Midway between Houston and Galveston, the region known as "Bay Area Houston" comprises 14 cities and five school districts. Home to NASA, many Fortune 500 companies, the Kemah Boardwalk, award-winning restaurants, and so much more, the selected candidate will discover an environment where professional satisfaction and career achievement are paired with optimal quality of life. Major industry sectors within Bay Area Houston include aerospace, healthcare, biotechnology, specialty chemicals, tourism, advanced manufacturing, and maritime.

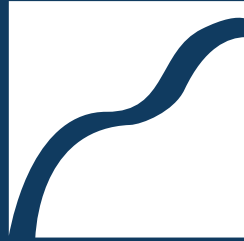
The Bay area is also a quick drive to Houston, the fourth largest city in the country and an economically thriving and highly desirable metropolitan area with the lowest cost of living among major metropolitan areas.

Whether seeking entertainment, recreation, educational, or employment options or simply a safe and comfortable place to live, family members of all ages will find here the elements that contribute to a safe, enjoyable, and fulfilling lifestyle. It's all here for the leader professionally prepared to grasp this superb opportunity.

EQUAL OPPORTUNITY EMPLOYER

The policy of the University of Houston System and its universities is to ensure equal opportunity in all its educational programs and activities, and all terms and conditions of employment without regard to age, race, color, disability, religion, national origin, ethnicity, military status, genetic information, sex (including gender and pregnancy), sexual orientation, gender identity or status, or gender expression, except where such a distinction is required by law.





University
of Houston
Clear Lake