

WCJC Vice President of Administrative Services



*Wharton County
Junior College*

CONTENTS

- 3 Opportunity
- 3 About WCJC
- 4 Core Duties & Responsibilities
- 6 Characteristics & Qualifications
- 7 Preferred Qualifications
- 8 Personal Attributes
- 9 About Our Students
- 10 Challenges & Opportunities
- 11 Campus & Facilities
- 12 About the Region
- 14 Process for Candidacy

“We are Pioneers.”



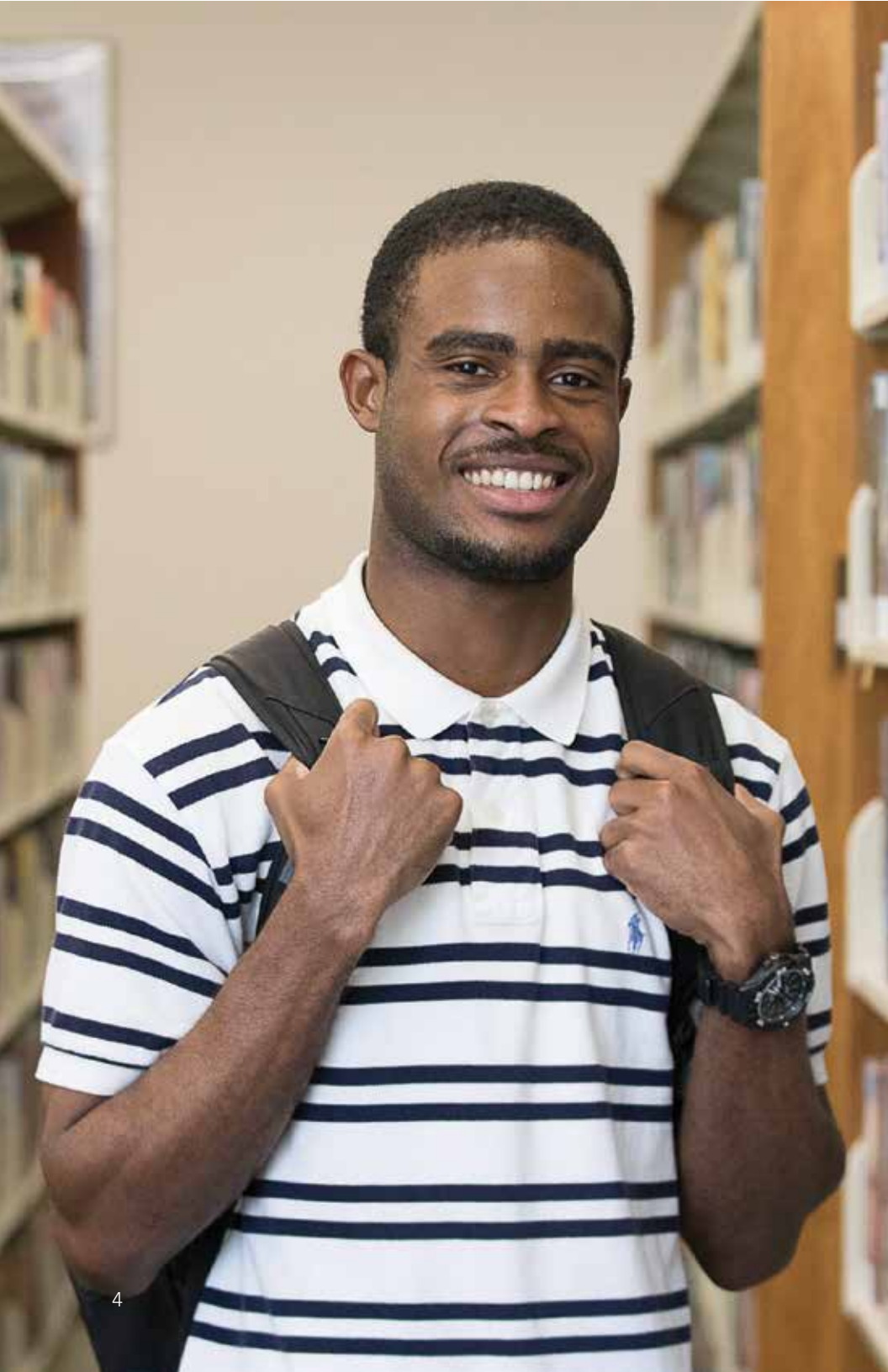


ABOUT WCJC

WCJC is a public, two-year, comprehensive community college that offers courses at four campuses in Wharton, Sugar Land, Richmond, and Bay City. We serve a diverse population with a variety of post-secondary educational programs and services, including associate degrees, certificates, workforce training, cultural affairs, and leisure-time activities.

The college's tax district encompasses Wharton County and the Needville Independent School District located in Fort Bend County. WCJC has a service area that includes Wharton, Matagorda, and Colorado counties, as well as parts of Fort Bend, Jackson, and Austin counties.

WCJC is dedicated to enriching lives and advancing communities through affordable, accessible, and high-quality education. With a strong emphasis on student success, workforce readiness, and academic excellence, WCJC plays a pivotal role in supporting regional economic growth and educational attainment. For a visionary financial leader, WCJC offers an exciting opportunity to shape sustainable growth, optimize resources, and make a lasting impact on the future of higher education in Texas.



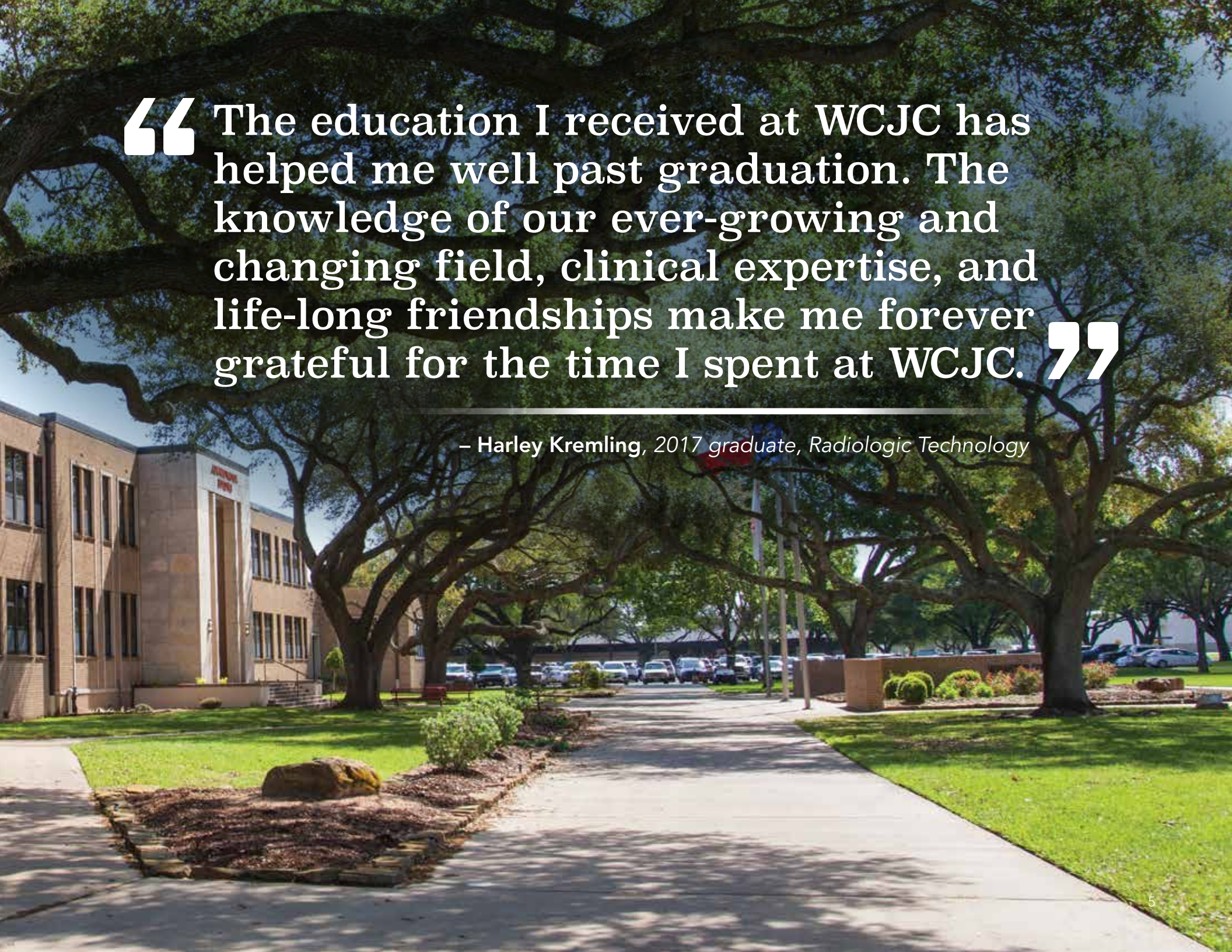
THE OPPORTUNITY

Wharton County Junior College is seeking a Vice President for Administrative Services to help it more fully realize its mission as a two-year, comprehensive community college in Texas. The college offers the promise of education to a diverse population through associate degree programs, certificates, and workforce training.

Revenue supporting the college comes primarily from state appropriations, county taxes, and tuition. WCJC is a financially stable institution and lives within its means. Like every college, its ambition exceeds its resources.

The college has a long history of stable administrative leadership. The current president has served in that role since 2001 and is retiring this year. The previous vice president for administrative services served the college for thirty-five years, the last fourteen as vice president. The new vice president will have the opportunity to work closely with a new president and an established administrative team that is prepared to imagine new possibilities and roll up its sleeves to get to work.

WCJC's administrative headquarters are located in Wharton, TX - a one-hour drive southwest from downtown Houston. In addition, WCJC maintains campuses in Richmond, Sugar Land, and Bay City, TX.

A photograph of a campus scene. In the foreground, a large, mature tree with a thick trunk and dense green foliage dominates the left side. A paved walkway leads from the bottom center towards the background. To the left of the walkway is a grassy area with some low-lying shrubs and a large rock. In the background, a multi-story brick building with many windows is visible. A parking lot with several cars is situated behind the building. The sky is clear and blue.

“ The education I received at WCJC has helped me well past graduation. The knowledge of our ever-growing and changing field, clinical expertise, and life-long friendships make me forever grateful for the time I spent at WCJC. ”

– Harley Kremling, 2017 graduate, Radiologic Technology

CORE DUTIES AND RESPONSIBILITIES

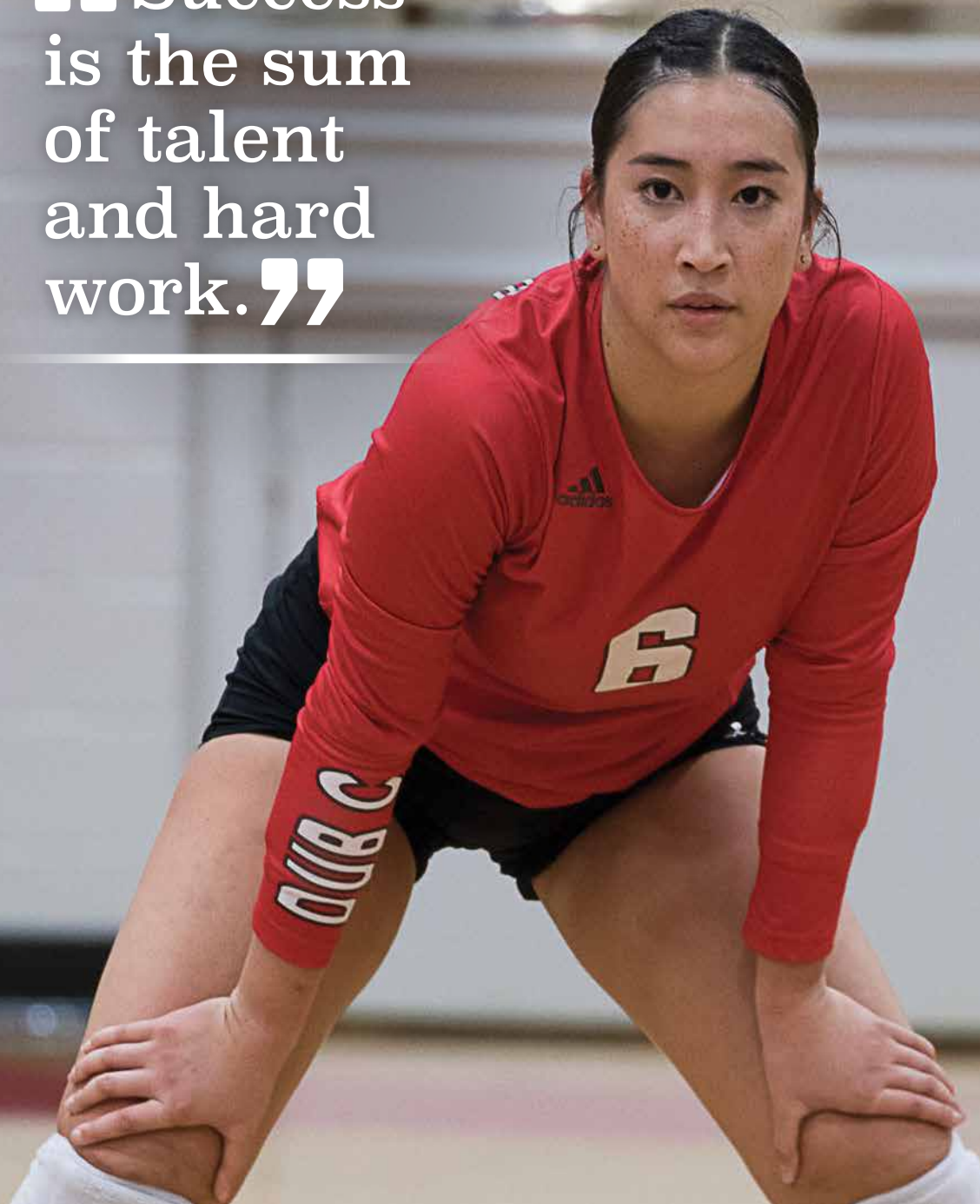
Works collaboratively with other senior officers to advance the values, mission, and strategies of WCJC.

Has direct reporting responsibility, and opportunity for mentoring and professional development, for business services, grant accounts, purchasing, public safety, and facilities. Seeks ways to improve the efficiency and cost effectiveness of business processes.

Under the guidance of the president, leads budgeting and financial strategy with the goal of improving the financial and physical plant condition of the college.



“Success
is the sum
of talent
and hard
work.”



REQUIRED QUALIFICATIONS

Master's degree from an accredited institution of higher education.

Evidence of progressively responsible financial and/or administrative management in a leadership role.





IDEAL CANDIDATE

The ideal candidate will:

Have a personal commitment to the mission of community colleges and public higher education.

Possess a successful track record of financial management including budgeting and innovative business planning for program initiatives, facilities maintenance, and capital improvements.

Demonstrate strong communication skills and a commitment to transparency in decision making.

Lead with integrity, honesty, and fairness while fostering a culture of accountability and ethical decision making.

Demonstrate robust experience in collaborative problem-solving and goal achievement, working effectively with multiple stakeholders while serving as a unifying team leader.

Exhibit the ability to foster teamwork and lead with purpose within the position's areas of responsibility, engaging constructively with senior colleagues and other constituencies within the college.

Experience building and sustaining productive relationships with external partners, including city, county, and state associations, organizations, and governmental entities.

Willingness and capacity to think innovatively about funding for large-scale capital projects and future student success initiatives. Record of improving business processes within an institution.

Experience managing complex organizations with multiple stakeholders within a regulatory environment. Experience in Texas public higher education, public higher education in another state, or private higher education (in that order) would be a plus.

WCJC BY THE NUMBERS

All figures for Fall 2024 unless noted

Unduplicated Credit Students 5,504

Duplicated Enrollment by Campus

Wharton Campus	1,322
Sugar Land Campus	1,492
Richmond Campus	1,174
Bay City Campus	182
Dual Credit & Concurrent Enrollment	917
Distance Education	2,086

1,669 students attended more than one campus.

Annual Unduplicated Credit Enrollment 7,352

Academic Year 2023-2024

Student Ethnicity

White/Non-Hispanic	1,426	26%
Hispanic	2,578	47%
Black/Non-Hispanic	638	12%
Asian/Pacific Islander	719	13%
Unknown	143	2%

Student Age

Under 20	2,919	53%
20-24	1,787	32%
25-29	353	6%
30-39	289	6%
40+	156	3%
Student Average Age	21.3	

Student Gender

Women	3,183	57%
Men	2,321	42%

WCJC FINANCIAL IPEDS DATA

View the [WCJC Financial IPEDS PDF](#)



CAMPUS & FACILITIES

The Wharton Campus serves as the administrative heart of Wharton County Junior College, encompassing 19 buildings that include eight dedicated instructional facilities, two student residence halls, and a full-service gym and fitness center. This vibrant campus is home to a wide array of university transfer and technical programs, enriching fine arts opportunities, and WCJC's competitive Pioneer baseball, volleyball, and rodeo teams—fostering both academic excellence and student life.

WCJC's Richmond campus is located on over 40 acres in the heart of Fort Bend County, one of the fastest growing counties in the country. This campus, totaling over 85,000 sq ft, includes specialized training facilities, including an immersive EMS simulation room and state-of-the-art cosmetology studio. Plans for the future include expansion of this campus, including a new Health Professions Education Building focused on meeting workforce demand in the region.

Our Sugar Land campus offers a convenient co-location with the University of Houston Sugar Land campus. This campus is known for students intending to transfer to a university and our renowned nursing program.

The WCJC Bay City campus serves as a technical education hub, providing industry-backed programs designed to meet workforce needs in the Gulf Coast. This campus serves as the base for our nuclear power technology, process technology, and manufacturing technology programs. In addition, this campus has recently expanded to offer construction trades training in carpentry, with plans to add additional certifications in plumbing and pipefitting in the next two years.

ABOUT THE REGION

WCJC's four campuses are located within the Texas Gulf Coast Region, an area that encompasses roughly 305 miles of beaches, unique communities, and one of the largest and most diverse metropolises in the nation, Houston. This region is as geographically varied as it is culturally rich, offering everything from quiet rural towns and historic main streets to vibrant urban centers buzzing with innovation and opportunity.

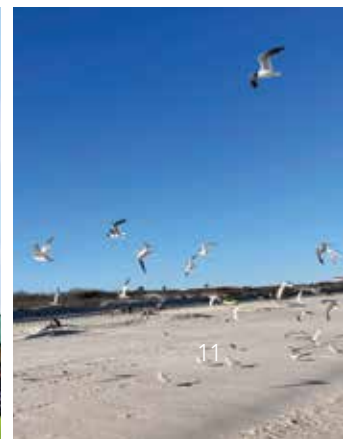
Nature lovers will find plenty to explore, with sun-soaked beaches, birding trails, and coastal fishing spots stretching from South Padre Island to Port Aransas to Galveston. For those who thrive on entertainment and culture, the options are endless. Sports fans can cheer on the Houston Texans (NFL), Rockets (NBA), Astros (MLB), or the Sugar Land Space Cowboys. The Houston Livestock Show and Rodeo draws international crowds, while the city's renowned Theater and Museum Districts offer an array of performances, exhibits, and experiences that rival those of any major city in the world. Add to that an extraordinary food scene, where global flavors meet Texas tradition, and there's truly something to satisfy every palate.

Houston is also home to the world-renowned Texas Medical Center, the largest medical complex in the world, offering unmatched healthcare access and cutting-edge research. The surrounding region, including Fort Bend County, is equally

robust, with some of the top-rated medical providers, engineering firms, and public school districts in the state. Families relocating to the area will find excellent educational and economic options, all within the boundaries of WCJC's substantial service area.

WCJC's hometown of Wharton provides a different kind of appeal, offering small-town charm, a strong sense of community, and a more relaxed pace of life. With its historic downtown, mature neighborhoods, and ties to agriculture and local industry, Wharton represents the heart of rural Texas, while still maintaining close proximity to the economic and cultural power of Houston.

From coastal adventures and cultural festivals to educational opportunities and career pathways, the Texas Gulf Coast region is a place where personal and professional lives can thrive—whether you're drawn to the energy of the city or the comfort of a close-knit community.



PROCESS FOR CANDIDACY

AGB Search is pleased to assist Wharton County Junior College with this leadership search.

Application materials should be received by July 7, 2025, for full consideration. The committee will review application materials until the position is filled. The application must include a letter of interest, current resume, and contact information for five recent professional references. All documents must be submitted in PDF format through the AGB Search Portal for the position: Wharton County Junior College-Vice President for Administrative Services

All inquiries, nominations, and applications will be held strictly confidential; references will not be contacted without the applicant's permission. Inquiries and nominations should be sent to WCJC@agbsearch.com or directed to:

Larry Ladd
Executive Search Consultant
AGB Search
508-274-0910
larry.ladd@agbsearch.com

WCJC is an equal-opportunity institution. We do not discriminate against any person in employment, personnel relations, admission, or services because of the person's race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran per applicable federal, state and local laws. The College complies with the provisions of Title VI of the Civil Rights Act of 1964 (P.L. 88-352), Title IX of the Education Amendments of 1972 (P.L. 92-318), Section 504 of the Rehabilitation Act of 1973 (P.L. 93-112), and Title II of the Americans with Disabilities Act of 1990 (P.L. 101- 336).



WHARTON | SUGAR LAND | RICHMOND | BAY CITY

For more information, call or write:

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wcjc.edu