

THE UNIVERSITY OF GEORGIA, Griffin
College of Family and Consumer Sciences
Department of Financial Planning, Housing and Consumer Economics

Position: The University of Georgia College of Family and Consumer Sciences is seeking applications for an Academic Professional with a focus on financial planning and consumer economics. This is a non-tenure track appointment on an academic year (9-month) contract. The start date is January 11, 2016 or, as negotiated.

Qualifications: Applicants must be professionally qualified. A Master's degree is required. A degree in the area of consumer economics or an MBA with a specialization in finance is preferred. At least six months work experience in the field or financial certification as a CFP® is desired. Applicants must have the computer and technology skills necessary to manage online coursework. PhD preferred.

At least six months of experience with program coordination and/or public relations, preferably in an academic setting is preferred. Excellent organization, communications and computer skills are essential. A minimum of six months experience with student recruitment and admissions is desired. The academic professional must have, or must develop, a working knowledge of FACS and UGA academic policies and procedures, including admissions, new student orientation, registration, financial aid, tuition/fee payment, course and room scheduling and student records.

Responsibilities: The academic professional will teach the equivalent of four courses during the year with the equivalent of four additional courses in advising, recruitment, and program management responsibility. The academic professional will provide administrative support for the FACS majors on the Griffin Campus and serve as a liaison with the other UGA Griffin Campus schools and colleges, other institutions of higher education, and the Griffin community. The academic professional will provide support to FACS faculty and staff by coordinating student advising and class schedules, and assisting with course and curriculum administration. Successful candidates will be expected to advise students concerning coursework and career choices and to teach appropriate courses at the undergraduate level both online and in the classroom. We are seeking candidates who are committed to working with students to help them succeed during their college careers. Duties will be roughly 49% instruction, 41% advising, recruitment and student services, and 10% administrative coordination and program management.

Salary: Competitive; commensurate with qualifications and experience.

The Department and the University: The Department of Financial Planning and Consumer Economics has faculty at UGA Athens and UGA Griffin campuses and is one of four academic units in the College of Family and Consumer Sciences. It offers B.S., M.S., and Ph.D. degrees with an enrollment of approximately 265 undergraduate and 65 graduate students. Undergraduate programs include Consumer Economics, Consumer Journalism, Financial Planning, and Housing with an optional emphasis in Residential Property Management. Our Griffin campus offers the Consumer Economics degree and an optional emphasis in Financial Planning. The Department is staffed by 20 faculty members with expertise in consumer decision making, consumer and family policy, financial literacy, financial planning, housing, and residential property management. Extension and public service faculty provide practical, research-based information to Georgia residents to improve the quality of lives and communities. The Department provides research and outreach in support of local government through the Housing and Demographics Research Center.

The University of Georgia, Griffin. The UGA Griffin Campus, located 40 miles south of Atlanta, was established as the Georgia Experiment Station in 1888. Since that time, UGA's College of Agricultural and Environmental Sciences has housed world-renowned Research and Extension programs at this Griffin location. In 2005, UGA Griffin launched a selection of academic programs to offer both undergraduate and graduate degrees. The campus now serves the mission of the University of Georgia through Teaching, Research, and Extension. Student enrollment at UGA Griffin is currently 130 students with total staff and faculty of about 300. The growing Griffin campus currently has about 100 buildings comprising about 400,000 square feet and is located on about 1,000 acres. Approximately 50 graduate students also work and perform research in various Griffin laboratories.

Several undergraduate or graduate degrees at UGA Griffin are offered through five Colleges at UGA including the College of Agricultural and Environmental Sciences, the College of Education, the College of Family and Consumer Sciences, the Franklin College of Arts and Sciences, and the Terry College of Business. The undergraduate programs are degree-completion programs for transfer students or those seeking a second bachelor's degree. Ten undergraduate majors are now offered, plus graduate programs in student affairs leadership, mathematics education and workforce education. Graduates from UGA Griffin join a network of more than 200,000 alumni across the country and around the world.

Screening Date: Applications received by October 15, 2015, will be given full consideration. The College plans to fill this position by January 2016, but the search will remain open until the position is filled.

Application Procedure: Applicants should provide a letter of application, a vita, a copy of transcripts for graduate study, and contact information for three references. Submitting the application online at UGA FacultyJobs <https://facultyjobs.uga.edu/> is preferred. Application material may be mailed to: Dr. Velma Zahirovic-Herbert, Department of Financial Planning, Housing and Consumer Economics, 1109 Experiment Street, 129 Stuckey Building, University of Georgia, Griffin, GA 30223.

The University of Georgia is an Affirmative Action/Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or protected veteran status.