



**School of Human Ecology**  
UNIVERSITY OF WISCONSIN-MADISON

Faculty Associate Personal Finance  
PVL# [98159](#)

The Department of Consumer Science in the School of Human Ecology at the University of Wisconsin-Madison is seeking a 12-month, non-tenure track Faculty Associate. This position will be an integral part of the Consumer Science Department and will have both instructional and programmatic responsibilities. The primary duties will be (1) teaching courses related to personal finance and/or consumer financial services in person and online during the fall, spring, and summer sessions and (2) supporting the professional growth and development of undergraduate students. Additional duties include providing services to Personal Finance and Retailing and Consumer Behavior majors, and working closely with the Department Chair and Summer Dean to build summer instructional programs. An annual report is required for all faculty and staff for annual review and assessment. A 100% teaching appointment in SoHE consists of teaching 12 credits or equivalent in both fall and spring semesters and teaching 6 credits or equivalent in the summer. The candidate must be flexible in teaching and other programmatic assignments to meet department needs. Teaching responsibilities may be substituted with other duties related to enhancing student experiences (e.g., firm visits, interview workshops, internships, conferences) or other online development projects as determined by the Department Chair.

Principal duties:

***Teaching and student development***

- Develop and teach both classroom and online courses in the undergraduate majors that are offered in the Department of Consumer Science. More specifically, teach courses in consumer financial services, personal finance (e.g., estate planning, investments, benefits), consumer behavior, and/or other courses related to the undergraduate majors
- Work with Consumer Science faculty and instructional designers to develop high-quality online courses
- Prepare syllabi, develop appropriate course learning objectives, set student assignments, grade student work, and be available to meet with students through office hours and by appointment
- Continue to improve teaching skills and contribute to teaching and learning excellence within departments and across the SoHE
- Work with students to enhance experiential learning opportunities
- Work with SoHE Career Team to enhance student career development both on and off campus
- Mentor undergraduate students regarding career development

***Provide programmatic support for the Personal Finance major and Financial Life Skills Program***

- Work with Department Chair and Summer Dean to build summer instructional programs to meet the needs of undergraduate majors and to attract non-majors
- Attend Consumer Science departmental meetings and school-wide meetings

- Participate in and contribute to program's strategic planning and implementation
- Remain current in the field of instruction with ongoing professional development through participation in related industry and community partnerships, including but not limited to educational and professional associations and committees
- Promote respect and the practice of civility in the workplace
- Other duties and tasks as determined in consultation with the Consumer Science Department Chair and School of Human Ecology Dean

Degree and area of specialization:

Master degree required or PhD desirable in business, personal finance, management, consumer behavior, economics, higher education or relevant areas. Industry experience required. CFP and college teaching experience preferred.

Minimum years and type of relevant work experience:

***Minimum Required Qualifications***

- A minimum 3 years of industry experience.
- Teaching experience or transferable skills with motivation to excel in higher education
- Strong leadership, management and communication skills
- Evidence of innovativeness, creativity and entrepreneurial skills.
- Sound judgment, maturity, professionalism, ability to take initiative and build team spirit.
- Proven ability to work within a diverse community and commitment to creating an inclusive work environment.

***Preferred Qualifications***

- Experience in teaching classroom and/or in an online environment in higher education
- CFP certification

How to apply:

At this <[LNK](#)> please click on the "Apply Now" button. You will be asked to upload a current resume and a cover letter briefly describing your qualifications and interest relevant to the position. You will also be asked to provide contact information for three (3) references, including at least one current or former supervisor. Date of consideration: April 25, 2019