

## Personal Financial Planning Program Chair

### Job Purpose

We are looking for a dynamic and experienced individual to join our team and lead the Personal Financial Planning program. This position will have a vital leadership role and be integral to the daily oversight and operations of the program, to include providing regular updates to school leadership. Additionally, this person will be tasked with deepening industry engagement and support of the program.

Teaching expectations will include credit and/or non-credit courses delivered at a level appropriate for undergraduate, graduate, and/or professional learners.

The successful candidate must have a passion for personal financial planning with the ability to engage and inspire learners at various levels, while engaging with local, regional, and national businesses. Individuals with demonstrated experience in collaborating broadly and working as a team member across disciplines are particularly desired, with highest consideration for candidates with industry experience in personal financial planning. This position will report to the school's Associate Director.

### Core Duties and Responsibilities

#### Policy Development

- Monitor day-to-day execution of policy changes

#### External Stakeholder Engagement

- Regularly convene external boards and committees
- Proactively identify opportunities for internship placements, partnered research, community engagement, or curricular review needs
- Connect external stakeholders with specific faculty experts as needed

#### Program and Curricular Evaluations

- Regularly coordinate with program faculty to review curriculum effectiveness
- Solicit feedback from external stakeholders
- Identify emerging disciplinary trends and potential curricular gaps
- Identify and recommend curricular changes to Associate Director

#### Accreditation Process

- Oversee program level documentation and records required by accrediting bodies
- Coordinate faculty input and responses for accreditation self-studies
- Implement and monitor continuous improvement activities based on accreditation feedback

#### Annual Evaluations

- Conduct annual performance evaluations
- Support faculty in developing annual goals and professional development plans
- Provide feedback to associate director regarding resource and support needs

**Minimum Requirements**

- Earned Ph.D. in personal financial planning, consumer economics, consumer sciences, couple and family therapy, or closely related field
- Demonstrated success leading, collaborating, and building growth minded coalitions with a range of individuals and stakeholders
- Demonstrated content expertise to teach core classes in the personal financial planning curriculum
- Demonstrated excellence in teaching and mentoring at the undergraduate and graduate levels
- Demonstrated success in building collaborative engagement with industry partners that support student and program success
- Strong interpersonal, oral, and written communication skills
- Proven ability to exercise sound judgement, maintain discretion, and handle sensitive information and/or situations with confidentiality
- **To be considered for the rank of associate professor or professor, with tenure:**
  - Strong record of distinguished academic achievement that merits appointment as a tenured associate or full professor, with evidence of professional distinction and national or international recognition in the field
- **To be considered for the rank of teaching associate professor or teaching professor:**
  - Record of sustained excellence in teaching that is recognized by students and peers as an outstanding educator in the discipline
- **To be considered for the rank of professor of practice or senior professor of practice:**
  - Substantial non-academic experience in financial planning
  - Sustained record of excellence in teaching and serving as an effective role model for colleagues, students, and clientele

**Preferred Qualifications**

- Earned CFP® marks
- Significant professional experience in personal financial planning or related industry, with demonstrated track record of success
- Evidence of innovations in teaching and learning through different course delivery modalities and technologies
- Evidence of developing curriculum, including assessing course outcomes and overall program impact
- Proven track record of successful grant writing and securing research funding

**Employment type:** Academic/Faculty, 9-month

**Location:** Manhattan, Kansas

**Worksite:** On-site requirement