

**Certified Personal Financial Counselor  
San Diego Community College District**

Direct Link: <https://www.AcademicKeys.com/r?job=121852>

Downloaded On: Jun. 20, 2019 5:44pm

Posted Apr. 8, 2019, set to expire Jul. 1, 2019

<b>Job Title</b>	Certified Personal Financial Counselor
<b>Department</b>	N/A
<b>Institution</b>	San Diego Community College District San Diego, California
<b>Date Posted</b>	Apr. 8, 2019
<b>Application Deadline</b>	7/31/2019
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Fiscal Services Counseling Services
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**Job Description**

Certified Personal Financial Counselor

San Diego Community College District

Closing Date: 7/31/2019

Position Number:

Location: District Wide - Location

Position Type:

The Position:

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NOTE: The San Diego Community College District, Military Education Department accepts applications for Military Instructor positions in support of government contracts on a continuous basis. However, it does not necessarily imply there are immediate openings. If you meet the required minimum qualifications, your application will be included in the Military Instructor pool for possible assignments. Hiring departments utilize the pool when there is a need and will contact you directly should you possess the qualifications they are seeking. Applications are purged approximately one year from submittal, at which time you will receive an automated e-mail notice to re-apply if you wish to remain in the pool.

SDCCD IS AN EQUAL OPPORTUNITY EMPLOYER.

Applications are currently being accepted for an Certified Personal Financial Counselor, located at multiple locations listed below:

Fort Wainwright, AK - USA

Bakersfield, CA - NG

Denver, CO - NOSC

New Castle, DE - NG

Waterloo, IA - NG

Post Falls, ID - NG

Springfield, IL - NG

Terre Haute, IN - NG

Grissom ARB, IN - USAFR

Alexandria, LA - NG

Quincy, MA - NOSC

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Edgewood, MD - NG

Aberdeen Proving Ground, MD - USA

Duluth, MN - NG

Saint Joseph, MO - NG

Wilmington, NC - NG

Grand Forks AFB, ND - USAF

Minot, ND - USAF

Cannon AFB, NM - USAF (SOCOM) #1

Santa Fe, NM - NG

Holloman AFB, NM - USAF

Reno, NV - NG

Toledo, OH - NG

Cincinnati, OH - USAR

Oklahoma City, OK - NOSC

Lawton, OK - NG

Lewistown, PA - NG

Pittsburgh, PA - USAFR

Cambridge Springs, PA - USAR

Ellsworth AFB, SD - USAF

Chattanooga, TN - USAR

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Fort Eustis, VA - USAF

Madison, WI - NOSC

Camp Douglas, WI - NG

Wausau, WI - NG

Kingswood, WV - NG

Martinsburg, WV - NG

Casper, WY - NG

29 Palms, CA

Port Hueneme, CA

Patrick AFB, FL

Robins AFB, GA

Barksdale, LA

Quincy, MA

Richmond, VA

Holloman AFB, NM

Fort Wainwright, AL

Lincoln, NE

MCAS Miramar, CA

Camp Lejeune, NC

Key

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USA = United States Army

USAF =United States Air Force

USMC = United States Marine Corps

USAR = United States Army Reserve

USAFR = United States Air Force Reserve

NG = Army National Guard

ANG = Air National Guard

NOSC = Naval Operations Support Center

The Personal Financial Counselor (PFC) program is seeking qualified individuals to work full-time with Service Members and their families on personal financial issues such as budget planning, credit management and debt reduction, as well as retirement and estate planning. These full-time positions are located on military installations throughout the continental United States and selected overseas locations.

Please note that an employee may be transferred to any site at the option of the Chancellor.

Major Responsibilities:

Principal Responsibilities:

The majority of Service Members and their families will require financial counseling and education to assist with establishing a basic level of financial literacy, good financial behavior and habits, long term financial planning to include retirement planning. The PFCs will be responsible for:

Identifying immediate and long range measures to increase income, reduce household expenditures, and avoid additional financial burdens.

Personal budget/financial planning to reduce, eliminate, and avoid debt and to achieve solvency and stability.

Teaching Service members (and their families) money management techniques to encourage them to live within their means.

Understanding credit, finance charges, interest rates and the implications of only paying the minimum amount each month.

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Educating military families on the importance of maintaining excellent credit histories and ratings.  
Establishing, monitoring, and protecting their credit.

Teaching Service Members to make informed decisions and to be aware of associated costs such as insurance, maintenance, fuel costs, etc.

Educating and counseling Service Members about their retirement systems and providing financial models to assist them in establishing a comprehensive retirement plan.

Assisting with tax planning.

Teaching Service Members and their families how to save for emergencies, unanticipated contingencies, and both short and long-term goals.

Leading workshops for Service Members and their families regarding broadly relevant financial topics, including:

- o Budgeting
  - o Credit
  - o Hidden Costs and Fees
- Other duties as assigned.

PFCs will traditionally provide support in one of three ways. Any combination of the three may be requested by the installation coordinator.

Face-to-Face financial counseling: PFCs support and educate individuals and families to help address specific needs, including provision of appropriate resource referrals.

Financial briefings: Facilitate briefings designed to promote awareness and educate Service Members and their families on various personal finance topics. PFCs facilitate requested briefings using a library of approved presentations and handouts on a variety of financial topics.

Resource table: PFCs perform outreach and engage event attendees in conversations about setting financial goals, guidance to appropriate resources, as well as discussions on all areas of personal finance.

Qualifications:

### REQUIRED QUALIFICATIONS:

A minimum of a Bachelors degree coupled with 3+ years of experience in financial counseling or education.

A national certification as an Accredited Financial Counselor (AFC) OR Certified Financial Planner (CFP) OR Chartered Financial Consultant (ChFC).

Counselors shall maintain a valid, unrestricted motor vehicle license.

Demonstrated experience in utilizing MS Office products (Excel, Word, PowerPoint).

A criminal history background check that includes a credit check, education and employment verification as well as an FBI fingerprint check are required to work in this program.

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Must show completion of applicable course work in Personal Finance, Financial Planning, Financial Counseling, Consumer Sciences, or equivalent curriculum from a regionally-accredited college or university in the United States during the past seven (7) years.

### Desired Qualifications:

#### DESIRED QUALIFICATIONS:

Previous military experience (including military spouses and/or as a service provider)

Ability to travel up to 10% including some weekends with advanced notice.

Ability to facilitate financial workshops and trainings to large groups and ability to tailor presentations to audiences as needed.

Knowledge, skills, and abilities such as:

- o Working knowledge of military, state, federal, and local resources.

- o Understanding, sensitivity, and empathy for Service members and their family members.

- o Ability to develop trusting helping relationships.

- o Ability to work effectively with individuals and families from diverse racial, ethnic, and socioeconomic backgrounds.

- o Ability to use sound professional judgment, ethical practice, and common sense. Ability to develop, implement, and evaluate financial needs of individuals and families.

Other Skills and Abilities: All positions that require access to U.S. Government facilities and systems require U.S. Citizenship, and reliable transportation to travel to assigned locations and nearby facilities.

Physical Demands: Sits, stands, bends, lifts, and moves intermittently during working hours. The employee must occasionally lift and/or move up to 40 pounds. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

### Licenses:

Must be able to pass a background check and maintain clearance for base access

### Pay Information:

\$40,000- \$55,000 depending on location.

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All applicants must have demonstrated cultural competency and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students and staff.

[\[img\]https://www.joblephant.com/img.php?id=1432900&image=logo"/>](https://www.joblephant.com/img.php?id=1432900&image=logo)

**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

N/A

San Diego Community College District

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