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JOB DESCRIPTION

Training Coordinator, Institute of Child Nutrition

**Definition of Class**
This position coordinates the conduction of workshops and training programs across the country in the areas of school nutrition and childcare. The incumbent receives requests for training, determines the appropriate trainers and resources needed to meet training needs, identifies contractual issues, manages training budgets, provides orientation to trainers, secures travel and training logistics, evaluates the effectiveness of training experiences and makes recommendations regarding future training. This position reports to the Assistant Director Education and Training.

**Examples of Work Performed:**
Determines needs of child nutrition professionals and matches needs with expert capabilities.

Solicits quotes from expert consultants for conduction of training for child nutrition professionals.

Makes recommendations to as to what materials will be needed for training, which trainer best meets the need, and the associated costs.

Identifies contractual issues, manages requirements of travel arrangements for trainers and arrangement of location for training.

Selects training materials, assimilates and ships materials.

Ensures that training consultants and all related invoices are paid and the budget is reconciled.

Maintains comprehensive trainer database with training evaluation data for use in selecting appropriate trainers. Tracks who has received training and what materials were used in their training. Interacts and establishes relationships with training consultants.

Selects training materials, assimilates and ships materials.

Ensures that training consultants and all related invoices are paid and the budget is reconciled.

Maintains comprehensive trainer database with training evaluation data for use in selecting appropriate trainers. Tracks who has received training and what materials were used in their training. Interacts and establishes relationships with training consultants.

Serves as ICN ambassador. Represents ICN at state and national workshops, or tradeshows to market training services to attendees.

Provides training and orientation for outside expert consultants and project coordinators regarding policies and procedures, techniques on teaching adult learners, and tips for handling technology issues, etc.

Manages training budgets by ensuring proper assignment of projects expenditures to appropriate budgets.

Assists supervisor with development of training budgets by analyzing spending trends and making suggestions.

Conducts monitoring of training and provides feedback on consultant/trainer and makes recommendations regarding training.

Collects and analyzes participant evaluations of trainer performance, and develops a summary of reviews.

Performs related or similar duties as required or assigned.
Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Determines needs of child nutrition professionals and matches needs with expert capabilities.
2. Develops relationships with consultants and maintains a comprehensive trainer database.
3. Manages training budgets and assists with development of training budgets.
4. Conducts training and orientation sessions for outside expert consultants and project coordinators.

Minimum Qualifications
These minimum qualifications have been agreed upon by Subject Matter Experts (SME) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

- Physical Exertion: The incumbent may be required to lift up to approximately 25 pounds.
- Vision: Requirements of this job include close vision.
- Speaking/Hearing: Ability to give and receive information through speaking and listening.
- Motor Coordination: While performing the duties of this job, the incumbent is regularly required to sit; and use hands to finger, handle, or feel. The incumbent is occasionally required to stand, walk, stoop, kneel, crouch, or bend; reach with hands and arms; and taste and smell.

Experience/Educational Requirements:

Education:
Bachelor Degree from an accredited four-year college or university.

AND

Experience:
Three (3) years of experience related to the above described duties.

Substitution Statement: Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

Interview Requirements
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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