Definition of Class
This is a supervisory position in which the incumbent provides leadership and direction for the education and training programs for the National Food Service Management Institute. The incumbent coordinates the development of curriculum and training materials, implements the training and professional development program, serves as an ex-officio member of the National Advisory Council, and frequently makes decisions by exercising discretion and independent judgment.

Examples of Work Performed
Directs the conceptualization, planning, and development of curriculum and training materials for the child nutrition programs to be delivered by the Institute’s online professional development system, face-to-face training, and train the trainer programs.

Provides leadership to the Institute’s Education and Training staff.

Oversees the evaluation and assessment of the Education and Training unit of the Institute.

Develops and manages project plans and complex budgets for the unit, including forecasting unit needs and project costs.

Communicates progress toward unit goals to the Executive Director.

Selects best process of dissemination of professional development programs.

Ensures all unit activities and projects meet appropriate quality assurance standards.

Works collaboratively with internal and external personnel to ensure Institute goals are met.

Supervises and coordinates the work of assigned personnel.

Performs similar or related duties as assigned or required.

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. Develops and manages complex budgets for the unit.
2. Provides visionary leadership to the unit and all unit programs to ensure activities contribute to mission and vision of the Institute.
3. Develops and implements a conceptual framework for all child nutrition program personnel based on the strategic plan and consistent with duties and responsibilities of the Institute as authorized in legislation.
4. Directs the planning and development of complex training and professional development programs.
5. Conducts training needs assessments and oversees the formal evaluation process of unit outcomes and deliverables.

Minimum Qualifications
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) 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 10 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 frequently required to sit. The incumbent is periodically required to talk and hear. The incumbent is occasionally required to stand; walk; and reach with hands and arms.

**Experience/Educational Requirements:**

- **Education:**
  Master’s Degree from an accredited four-year college or university in institutional management, adult education, nutrition, dietetics or a related field.

  AND

- **Experience:**
  Three (3) year of experience related to the above described duties.

**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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“The University of Mississippi is an EOE/AA/Minorities/Females/Vet/Disability/Sexual Orientation/Gender Identity/Title VI/Title VII/Title IX/504/ADA/ADEA employer”

The University complies with all applicable laws regarding equal opportunity and affirmative action and does not unlawfully discriminate against any employee or applicant for employment based upon race, color, gender, sex, sexual orientation, gender identity or expression, religion, national origin, age, disability, veteran status, or genetic information. The University of Mississippi is an “at will” employer. This job description does not constitute an employment contract or negate “at will” employment.