Associate Executive Director for National Food Service Management Institute

**Definition of Class**
The incumbent in this position assists the Executive Director of the National Food Service Management Institute (NFSMI) in designing and conducting activities to improve the operation and quality of Child Nutrition Programs authorized by the National School Lunch Act and the Child Nutrition Act.

**Examples of Work Performed**
Represents the NFSMI in all matters in the absence of or at the request of the Executive Director.

Assists the Executive Director in managing the operations of the NFSMI divisions.

Oversees the University assessments as they apply to NFSMI.

Administers the grants, cooperative agreements and contract work for state agencies.

Assists the Executive Director in developing the annual USDA grant statement of work and the statement of work for cooperative agreements.

Assists the Executive Director in developing the agenda and conducting advisory board meetings and compiling follow up reports.

Oversees the development and implementation of an extensive national database of NFSMI activities and participants.

Serves as liaison for the Institute with the University on matters relating to space, facilities and the collection of information for the annual report to the Chancellor.

Oversees the preparation of the fiscal and technical reports to granting agencies.

Assures that all affirmative action requirements are met.

Oversees the development, review and dissemination of the NFSMI Policy and Procedure Manual.

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. Assists the Executive Director in managing operations and activities of the NFSMI.
2. Provides leadership and guidance to professional staff
3. Administers the activities related to grants, cooperative agreements and contract work with state agencies.
4. Acts on behalf of the Executive Director in his/her absence.
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 and walk. The incumbent is periodically required to stand and talk and hear. The incumbent is occasionally required to reach with hands and arms; and stoop, kneel, crouch or bend.

Experience/Educational Requirements:

Education: Master’s Degree from an accredited four-year college or university in a related field.

AND

Experience: Five (5) years of experience related to the essential functions of this position.

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.

Rev. 04/28/2015

The University of Mississippi is an EOE/AA/Minorities/Females/Vet/Disability/Sexual Orientation/Gender Identity/Title VI/Title VII/Title IX/504/ADA/DEA 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.