Definition of Class
This is a supervisory position in which the incumbent is responsible for organizing and implementing a system for providing technical assistance to food service personnel nationwide. Incumbent frequently makes decisions by exercising discretion and independent judgment and reports directly to the Director of Technology Transfer.

Examples of Work Performed:
Prepares plans to match the technical resources of the National Food Service Management Institute with the needs of local food service providers.

Identifies potential technical solutions to meet the needs and challenges of local food services professionals.

Identifies and selects consultants versed in approved menu planning software.

Develops and monitors an on-going consultant training program.

Matches consultants with on-site needs and prepares formal written descriptions of consultant’s work.

Reviews consultant reports; conducts formal evaluations upon completion of projects.

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. Develops, manages, and monitors a system for providing on-site technical assistance to food service personnel throughout the nation.

2. Selects and trains consultants who provide on-site assistance.

3. Supervises assigned individuals, including consultants and clerical support.

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:
Master’s Degree from an accredited four-year college or university.

AND

Experience:
Eight (8) 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.

Rev. 04/30/2015

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