Assistant Director Education and Training – NFSMI

**Definition of Class**
This is a supervisory position in which the incumbent receives requests for training. Incumbent assigns training projects to appropriate staff and arranges for review of training consultants and materials. Incumbent frequently makes decisions by exercising discretion and independent judgment and reports to the Associate Director Education and Training.

**Examples of Work Performed:**
Receives training requests from clients and assigns training projects to appropriate coordinator.

Works with clients to define training needs, determine funding / budgetary constraints and provide budgets for training.

Reviews and approves coordinator’s plans for training logistics.

Reviews and develops trainer list, actively seeking to diversify trainer database through annual RFPs.

Develops, and provides consultant orientation and training programs.

Establishes on-site trainer evaluation schedule and ensures that evaluations take place.

Works with trainers to identify needs for new training materials

Observes trainers and provides feedback to trainers on the presentation of training sessions.

Reviews training materials for necessary revisions and works with trainers to identify needs for new training materials.

Establishes Education Review Committee to review educational materials for content and recommend edits.

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. Receives client training requests, determines funding and assigns training projects to appropriate personnel.

2. Ensures training material content is accurate.

3. Evaluates performance of trainers and recommends appropriate course of action based on evaluation results.

4. Identifies and builds pool of consultant trainers with appropriate areas of expertise.

5. Creates and provides consultant orientation and training programs.
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’s Degree from an accredited four-year college or university in the area of adult education, nutrition, dietetics or a related field.

AND

**Experience:**
Five (5) 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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