JOB DESCRIPTION
Coordinator of Satellite Programs - NFSMI

Definition of Class
This is a supervisory position in which the incumbent is responsible for maintaining a National Satellite Network which transfers information for use by Child Nutrition professionals and for coordinating the development and production of Satellite seminars.

Examples of Work Performed
Establishes, maintains, and services a National Satellite Network.

Researches new techniques to maintain and increase current numbers of states and sites within the Network.

Researches new and/or additional methods of promoting and announcing Satellite seminars.

Services the Network by coordinating materials and information that are necessary for effective utilization of satellite seminars.

Provides assistance to simplify involvement for states, sites, and participants.

Schedules development and production of satellite seminars.

Reconciles the disciplines of Child Nutrition and video production in order to develop production of seminars.

Supervises all aspects of satellite seminar production and post production including development and dissemination of evaluations and analysis of results.

Coordinates and supervises satellite transmission.

Coordinates promotion of individual satellite seminars, including, but not limited to, listings in journals, magazines, newsletters, and national computer networks.

Researches and evaluates new methods and technologies for disseminating information.

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. Establishes, maintains, and services a National Satellite Network.

2. Coordinates development and production of satellite seminars.

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.

**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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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.