Definition of Class
This is a supervisory position in which the incumbent provides leadership and direction for projects funded by USDA Cooperative Agreements and other funders as assigned for the Institute of Child Nutrition. The incumbent works with the USDA to manage projects and personnel. This position reports to the Executive Director and serves as an ex-officio member of the National Advisory Council. This position frequently makes decision by exercising discretion and independent judgment.

Examples of Work Performed
Communicates progress and reports the status of projects to internal and external parties to ensure goals are met.

Provides leadership to the Institutes education staff.

Oversees the hiring of consultants and issuing of contracts for USDA Cooperative Agreement projects and other funded projects as assigned.

Provides supervision and guidance to specialists and coordinators to ensure timely and accurate completion of projects.

Conducts and attends meetings with USDA officials as needed to discuss new and existing projects.

Develops, implements, maintains, and evaluates education and training materials, programs and academic courses to achieve project goals.

Incorporates the needs of the USDA and other funders into resource and training materials to ensure project objectives are met.

Conducts education presentations, seminars and workshops as required.

Develops and manages complex budgets for multiple USDA Cooperative Agreement projects and other funded projects as assigned, including forecasting project costs.

Ensures that project tasks such as tracking, budgeting, evaluating and reporting are conducted in a timely manner.

Ensures projects meet an established quality standard.

Communicates progress toward unit goals to the Executive Director and other staff as appropriate.

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 Institute.
2. Serves as liaison to the USDA regarding Cooperative Agreements.
3. Supervises specialists and coordinators assigned to Cooperative Agreement projects.
4. Oversees and manages projects funded by Cooperative Agreements.
5. Provides visionary leadership to the unit and all unit programs to ensure activities contribute to mission and vision of the Institute.
6. Conducts training needs assessments and oversees the formal evaluation process of the Institute’s outcomes and deliverables.
7. Represents ICN on allied organization committees, at professional meetings, and in the ICN booth as needed.
8. Works in cooperation with other associate directors and staff to ensure efficient and effective operations that meet all project deadlines.

**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, vocational home economics or a related field.

AND

**Experience:**
Three (3) years 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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