Education and Training Specialist II

Definition of Class
This is a professional position in which the incumbent develops, implements, and evaluates NFSMI academic courses and training program materials for face-to-face and Web-based delivery. The incumbent manages multiple projects according to NFSMI grants and cooperative agreement statements of work, utilizing knowledge of nutrition education practices, federal nutrition programs, adult education and instructional design. This position reports to the Associate Director Education and Training and requires an R.D. (Registered Dietician).

Examples of Work Performed:
Manages multiple projects to include nutritional programs, adult education programs and instructional design.

Prioritizes projects and handles hiring of consultants, project tracking, budgeting, and reporting.

Develops, implements, and evaluates competency-based curricula to serve as the basis for all National Food Service Management Institute (NFMSI) education and training materials and programs.

Researches topics, reviews current materials and develops concept papers for new subject areas.

Creates outlines and storyboards for new face-to-face and web-based trainings.

Manages the review process for each project; reviews and edits the work of consultants and other education and training specialists.

Tracks, budgets and creates reports for multiple projects.

Conducts presentations, seminars and workshops for child nutrition program personnel.

Reviews training materials for accuracy and compliance with new regulations.

Follows progress of new USDA regulations and updates NFSMI staff as needed.

Serves as a professional resource for NFSMI staff regarding educational curriculum, materials, and instructional design.

May manage the dietetic internship rotation for NFSMI.

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, implements, and evaluates NFSMI academic courses and training program materials.

2. Manages multiple projects according to NFSMI grants and cooperative agreement statements of work.

3. Conducts presentations, seminars and workshops for child nutrition program personnel.

4. Tracks, budgets and creates reports for multiple projects.

5. Serves as a professional resource for NFSMI staff regarding educational curriculum, materials, and instructional design.

6. Reviews training materials for accuracy and compliance with new regulations.

**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 in nutrition, dietetics, family and consumer science, or a related field.

**Certification/Licensure:**
Registered Dietician (R.D.)

**Experience:**
Three (3) 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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