Program Assistant, Institute of Child Nutrition

**Definition of Class**
This is a non-supervisory position in which the incumbent assists key program managers and professionals in focusing on directly related program issues and support activities. Incumbent is responsible for a broad range of support activities necessary to fulfill the Institute of Child Nutrition (ICN)’s goals, objectives, and contract requirements.

**Examples of Work Performed**
- Identifies reports that might be needed. Plans for and creates reports on project matters. Creates graphs, spreadsheets, slides, and transparencies needed for reports. Ensures that reports are accurate. Incorporates data from reports into charts, if needed. Communicates with ICN staff regarding information in reports. Recommends and devises strategies for improving processes.
- Assists with project budget planning and preparation, billings, and disbursements.
- Assists with marketing, sales activities, client prospecting, and ongoing client relations. Performs research as necessary to fulfill project needs. Communicates with a range of clients and others. Manages the receipt of checks and credit card payments.
- Prepares division correspondence, presentation graphics, grant deliverables, and regular periodic reports. Proofs and corrects documents. Communicates with internal staff regarding division correspondence. Maintains an organized system for recording correspondence.
- Identifies “deliverable” needs and plans their design and execution. Prepares grant deliverables. Submits deliverables to ICN Administrative Office for USDA mailing.
- Plans, designs, and maintains records maintenance system. Communicates with internal staff regarding maintenance system.
- Maintains personnel leave records. Answers personnel related questions from staff. Creates and maintains accurate personnel leave procedure manuals.
- Plans conferences and seminars by making travel and catering arrangements. Organizes and facilitates conference and seminar participant enrollment. Provides on-site assistance. Communicates with CNP professionals nationwide.
- Identifies procedure manual needs of the unit. Creates and maintains accurate procedure manuals.
- 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. Assists with preparation of project reports.

2. Assists with financial and budget related matters.
3. Assists with marketing activities including client relations.

4. Creates and maintains an organized records maintenance system of records, correspondence, and deliverables.

5. Creates and maintains accurate procedure manuals.

6. Assists with planning conferences and arranging 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 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 frequently required to sit, and talk or hear. The incumbent is periodically required to use hands to finger, handle, or feel. The incumbent is occasionally required to stand; walk; reach with hands and arms; and stoop, kneel, crouch or bend; and climb or balance.

**Experience/Educational Requirements:**

- **Education:**
  Associate’s Degree from a college or university.

  AND

- **Experience:**
  Two (2) years of experience related to the above described duties.

- **Substitution Statement:** Related education and related experience may be substituted on a basis set forth 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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