Definition of Class
This is a professional position in which the incumbent maintains active contracts with states and consultants for the National Food Service Management Institute (NFSMI). Incumbent is responsible for managing projects and training programs.

Examples of Work Performed
Communicates with child nutrition program professionals nationwide. Arranges travel for conferences and seminars. Coordinates logistics and catering arrangements. Assists in program planning. Organizes and facilitates registration and provides on-site assistance.

Communicates with child nutrition program consultants and NFSMI staff concerning scheduled activities and travel arrangements.

Maintains records of travel activity Prepares travel authorizations, reimbursement forms, and reports. Facilitates travel for NFSMI.

Promotes and markets Institute programs

Answers program-related questions from a wide range of people.

Assists in scheduling consultant’s assignments and services to school districts. Manages request for proposals and consultant contracts. Processes letters of agreement, payments to consultants, and consultant’s reimbursements. Maintains accurate consultant activity files.

Serves as contact person between NFSMI and contracting agency.

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. Coordinates and arranges conferences and seminars.
2. Coordinates consultant and NFSMI staff travel arrangements for NFSMI sponsored or contracted projects.
3. Assists with consultant matters.

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: Bachelor’s Degree from an accredited four-year college or university.

AND

Experience: Two (2) 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.

Rev. 04/01/2015

The University of Mississippi is an EOE/AA/Minorities/Females/Vet/Disability/Sexual Orientation/Gender Identity/Title VI/Title VII/Title IX/504/ADA/ADEA employer. 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.