Definition of Class
This is a professional position in which the incumbent serves as a technical assistant to key program personnel in the Education Division of the National Food Service Management Institute (NFSMI). Incumbent is responsible for the entire range of technical support activities.

Examples of Work Performed
Identifies child nutrition directors orientation program support needs. Plans for orientation by making lodging arrangements, coordinating logistics with appropriate University departments, and coordinating training support materials and equipment. Communicates with Child Nutrition Program professionals nationwide.

Answers program related questions from various people, such as staff, clients, external agencies, and vendors.

Identifies research needs of unit projects. Performs research on topics using the library, Internet, Agricola, and other sources of information.

Identifies reports that might be needed. Plans for and creates reports on project matters. Ensures that reports are accurate in spelling, grammar, and punctuation. Incorporates data from reports into charts, if needed. Communicates with NFSMI staff regarding information in reports. Recommends and devises strategies for improving processes.

Manages various databases. Conducts simple and complex queries of databases to locate subjects of data.

Identifies document support needs of the unit. Ensures utmost quality of all documents.

Handles situations with appropriate problem solving techniques in the absence of supervisor.

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 orientation program for Child Nutrition Program professionals from across the country.
2. Answers program-related questions from a wide range of clients and others.
3. Performs research on topics as necessary to fulfill project needs.
4. Creates and generates reports on project matters for Director of Education.
5. Manages databases of Education Division’s projects and activities.
6. Manages quality control of documents

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 education and related experience may be substituted on an equal basis.

**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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