
Auburn University Job Description

Job Title:	Coord, Nutrition Services	Level I	Grade HW08: \$40,100 - \$64,200
Job Code:	EA94	Level II	Grade HW09: \$45,100 - \$72,200
FLSA status:	Exempt	Level III	Grade HW10: \$48,800 - \$83,000

Job Summary

Develops, implements, and oversees the nutrition program for the Office of Health Promotion and Wellness Services (HPWS). The position provides Auburn University faculty, staff, and students with on-campus, quality nutrition education and counseling. Additionally serves as a member of the Eating Concerns Treatment Team (ECTT), working with high-risk individuals and supervises other licensed and registered dietitians.

Essential Functions

1. Provides nutrition counseling for students, faculty, and staff which includes thorough assessment, in-depth individualized nutrition guidance, and nutrition education around meal planning, food procurement, and preparation skills.
 2. Advises clients on nutrition principles using evidence based resources and methods to include handouts, special programming, and events outside individual consultations for improved health/quality of life.
 3. Assesses the health status and nutrition needs of clients to develop and implement nutrition therapy care plans in partnership with physicians, nurse practitioners, psychologists, psychiatrists, physical therapists, personal trainers, and other allied health professionals.
 4. Consults with health care providers and allied health professionals on an ongoing basis to determine changes in nutrition therapy care plans with a collaborative approach for special health concerns such as food sensitivities, disease prevention, and eating disorders.
 5. Develops educational programs and special events to inform and increase the participation of students, faculty, and staff in nutrition and related health services.
 6. Educates, supervises, and oversees the AU Nutrition Team (select undergraduate and graduate nutrition/dietetic students) within the HPWS by training, scheduling, and assigning projects and meaningful tasks. Provides feedback for projects and nutrition assessments as they are conducted. Develops curriculum for dietetic students that are working as volunteers on the AU Nutrition Team. Directs, maintains, and supervises students in conjunction with the Academy of Nutrition and Dietetics for development of Registered Dietitians/Nutritionists.
 7. Provides group counseling through nutrition presentations on basic nutrition guidelines and nutrition monitoring to improve quality of life within multiple settings such as residence halls, Greek Life, and special campus programming for other organizations.
 8. Works in tandem with Campus Dining services to provide a variety of pleasurable and nutritious food options for students of varying dietary needs and preferences. Assists with menu planning and recipe developments as needed and contributes to planning programs and events for nutrition awareness and education.
 9. Works in tandem with other departments (including but not limited to SCS, Recreation and Wellness, AUPCC Healthy Tigers, Department of Nutrition, and School of Nursing) in collaborative partnerships to provide nutrition services for programs as developed.
 10. Procures and maintains all software and equipment for nutrition services on par with the industry standards to provide accurate, reliable, and valid feedback to clients regarding health and
-

Auburn University Job Description

nutrition status.

Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

Auburn University Job Description

Job Family Levels

Level	Responsibility	Knowledge	Education and Experience*
I	Under close supervision, performs varied duties and assignments involving some judgment. Resolves routine questions or problems, referring only complex issues to higher level. Some evaluation, originality and ingenuity required.	Knows and applies fundamental concepts, practices, and procedures of particular field of specialization, with awareness of related fields.	Masters degree in discipline appropriate to position with no experience.
II	Under minimal supervision, performs complex assignments and fulfills broad responsibilities where required outcomes are defined, but methods and procedures may vary based on professional judgment or precedent. Considerable latitude for unreviewed action. Confers with supervisor on unusual matters. Coordinates the work of others on projects and may assign work to and assist less experienced professionals or support staff. May act in an advisory capacity to managers or faculty.	Possesses and applies a broad knowledge of principles, practices and procedures of a particular field of specialization to the completion of difficult assignments. Also possesses knowledge of related fields and areas of operation which affect, or are affected by, own area.	Masters degree in discipline appropriate to position plus 2 years' experience. Experience must include at least 2 years at the preceding level or equivalent.
III	Under general guidance, plans, conducts and leads complex assignments and areas of functional responsibility. Acting with substantial latitude for unreviewed action, applies broad subject matter expertise to solution of significant issues or development of new programs, services, processes or other initiatives to meet the University's goals in a specific area. Recommends changes in procedures or policies, and leads change initiatives to completion, often persuading or coordinating work of others outside own department.	Possesses and applies comprehensive knowledge of a particular field of specialization to the completion of complex assignments. Also possesses strong knowledge of related fields, processes, policies or areas of operation which affect, or are affected by, own area.	Masters degree in discipline appropriate to position plus 4 years' experience. Experience must include at least 2 years at the preceding level or equivalent.

* See the "Minimum Required Education and Experience" section of the job description for any substitutions that may be allowed for education and experience.

Auburn University Job Description

Minimum Required Education and Experience

- Level I** Masters degree in discipline appropriate to position with no experience.
- Level II** Masters degree in discipline appropriate to position plus 2 years' experience. Experience must include at least 2 years at the preceding level or equivalent.
- Level III** Masters degree in discipline appropriate to position plus 4 years' experience. Experience must include at least 2 years at the preceding level or equivalent.

Focus of Education

Degree in Nutrition, Food Science, or related field

Focus of Experience

Experience in coordinating and developing nutritional counseling services.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

See Job Family Levels

Certification or Licensure Requirements:

*Registered Dietitian/Nutritionist- The Academy of Nutrition and Dietetics, or the eligibility to sit for the RD exam within six (6) months of being hired.

**Licensed Dietician- State of Alabama

Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires sitting, talking, hearing, handling objects with hands, and lifting up to 25 pounds.

Job occasionally requires standing, walking, reaching, and lifting more than 100 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 9/13/2022
