

## JOB INFORMATION

|                       |                             |
|-----------------------|-----------------------------|
| Job Code              | EA94A                       |
| Job Description Title | Coord I, Nutrition Services |
| Pay Grade             | HW08                        |
| Range Minimum         | \$44,590                    |
| 33rd %                | \$53,510                    |
| Range Midpoint        | \$57,970                    |
| 67th %                | \$62,430                    |
| Range Maximum         | \$71,350                    |
| Exemption Status      | Exempt                      |
| Approved Date:        | 5/15/2024 4:27:54 PM        |

## JOB FAMILY AND FUNCTION

|               |                   |
|---------------|-------------------|
| Job Family:   | Health & Wellness |
| Job Function: | Dietitian         |

## 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.

## RESPONSIBILITIES

- 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.
- 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.
- 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.
- 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.
- Develops educational programs and special events to inform and increase the participation of students, faculty, and staff in nutrition and related health services.
- 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.
- 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.
- 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.
- 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.

## RESPONSIBILITIES

- 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 nutrition status.

## SUPERVISORY RESPONSIBILITIES

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

## MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.

## MINIMUM EDUCATION & EXPERIENCE

| Education Level | Focus of Education                                  |     | Years of Experience | Focus of Experience                                                        |  |
|-----------------|-----------------------------------------------------|-----|---------------------|----------------------------------------------------------------------------|--|
| Master's Degree | Degree in Nutrition, Food Science, or related field | And | 0 years of          | Experience in coordinating and developing nutritional counseling services. |  |

## MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knows and applies fundamental concepts, practices, and procedures of particular field of specialization, with awareness of related fields.

## MINIMUM LICENSES & CERTIFICATIONS

| Licenses/Certifications   | Licenses/Certification Details                        | Time Frame     | Required/Desired |     |
|---------------------------|-------------------------------------------------------|----------------|------------------|-----|
| RD - Registered Dietician | /Nutritionist- The Academy of Nutrition and Dietetics | Upon Hire      | Required         | And |
|                           | Licensed Dietician- State of Alabama                  | within 90 Days | Required         |     |

## PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: Other

## PHYSICAL DEMANDS

| Physical Demand               | Never | Rarely | Occasionally | Frequently | Constantly | Weight |
|-------------------------------|-------|--------|--------------|------------|------------|--------|
| Standing                      |       |        | X            |            |            |        |
| Walking                       |       |        | X            |            |            |        |
| Sitting                       |       |        |              |            | X          |        |
| Lifting                       | X     |        |              |            |            |        |
| Climbing                      |       | X      |              |            |            |        |
| Stooping/ Kneeling/ Crouching |       | X      |              |            |            |        |
| Reaching                      |       |        | X            |            |            |        |
| Talking                       |       |        |              |            | X          |        |
| Hearing                       |       |        |              |            | X          |        |
| Repetitive Motions            |       |        |              | X          |            |        |

PHYSICAL DEMANDS

| Physical Demand            | Never | Rarely | Occasionally | Frequently | Constantly | Weight |
|----------------------------|-------|--------|--------------|------------|------------|--------|
| Eye/Hand/Foot Coordination |       |        |              | X          |            |        |

WORKING ENVIRONMENT

| Working Condition      | Never | Rarely | Occasionally | Frequently | Constantly |
|------------------------|-------|--------|--------------|------------|------------|
| Extreme cold           |       | X      |              |            |            |
| Extreme heat           |       | X      |              |            |            |
| Humidity               |       | X      |              |            |            |
| Wet                    |       | X      |              |            |            |
| Noise                  |       | X      |              |            |            |
| Hazards                |       | X      |              |            |            |
| Temperature Change     |       | X      |              |            |            |
| Atmospheric Conditions |       | X      |              |            |            |
| Vibration              |       | X      |              |            |            |

**Vision Requirements:**

Ability to see information in print and/or electronically.