AUBURN
Human Resources

Coord III, Nutrition Services

Job Description

JOB INFORMATION

Job Code	EA94C
Job Description Title	Coord III, Nutrition Services
Pay Grade	HW10
Range Minimum	$55,970
33rd %	$69,040
Range Midpoint	$75,570
67th %	$82,100
Range Maximum	$95,160
Exemption Status	Exempt
Approved Date:	5/15/2024 4:29:16 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 dieticians.

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.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

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 to 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	4 years of	Experience in coordinating and developing nutritional counseling services.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
REG DIET - Dietitian – Registered	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		
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.