**P5: Level Standards**

**GENERAL ROLE**

This level is accountable for serving in an advanced senior resource capacity in an area of specialization.

Incumbents:

* Serve in a subject leader and consultative capacity within an area of specialization.
* Serve in the most advanced capacity and frequently being assigned project leadership roles within a specific administrative/programmatic function or specialty area.

**INDEPENDENCE AND DECISION-MAKING**

*🡪 Supervision Receive*d

* Works under direction.
* Seeks approvals when significant changes to process steps are considered and additional resources for task completion are required.

*🡪 Context of Decisions*

* Decisions are driven by office/departmental policy and procedures.

*🡪 Job Controls*

* Free to plan and carry out all phases of work assignments.
* Has the latitude to make daily operational decisions.

**COMPLEXITY AND PROBLEM SOLVING**

*🡪 Range of issues*

* Issues tend to be operational in nature.

*🡪 Course of Resolution*

* Identifies issues and gathers facts.
* Must understand the smallest details of an assigned area.

*🡪 Measure of Creativity*

* Problems are not amenable to strict technical resolution, requiring innovative thinking for resolution.

**COMMUNICATION EXPECTATIONS**

*🡪 Manner of Delivery and Content*

* Diplomatically and effectively deliver information difficult to understand or in contrast with a student or customer's views.

**SCOPE AND MEASURABLE EFFECT**

* Actions regularly affect a department or a project outcome with department/office impact.
* Actions generally have a direct impact on controlling such things as staff size and nature of work and scope of services.
* Performance results tend to relate to efficiency, fiscal practices and standing, quality/continuous improvement, timeliness, resource allocation/effectiveness, etc.

**Job Template**

**GENERAL SUMMARY**

Provides and oversees nutrition counseling for all undergraduate and graduate students. Provides nutritional education and outreach to students, faculty, and staff.

**REPORTING RELATIONSHIPS AND TEAMWORK**

Works under limited supervision of a supervisor or manager. Serves as a lead to nutrition professionals, experiential learners, and student employees.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

*The intent of this section is to list the primary, fundamental responsibilities of the job – that is, the duties that are central and vital to the role.*

* Provides specific nutrition counseling and general nutrition education to concerned individuals, patients, and/or groups.
* Prepares medical nutrition therapy plans for students with special diet requirements; evaluates nutrition needs and designs appropriate diets through the nutrition care process.
* Hires, trains, and oversees nutrition professionals, experiential learners, and student employees.
* Consults with and advises health professionals regarding preventative, therapeutic, and general nutrition.
* Develops informational materials and conducts educational outreach programs for students, faculty, and staff regarding nutrition education and health promotion.
* Serves as an expert in designated department; participates in related committees and advisory groups to provide guidance, education, and feedback.
* Performs related work as required.

**MINIMUM QUALIFICATIONS**

* Master’s degree in related field.
* Five years of nutrition counseling experience.
* Registered Dietitian

**COMPETENCIES**

**Knowledge of:**

* Nutrition best practices
* Medical Nutrition Therapy
* Nutrition therapy for eating disorders
* Principles and practices of employee supervision
* Microsoft Office and related software applications

**Skill in:**

* Assessment, diagnosis, and treatment of nutrition concerns
* Planning and organization
* Understanding students and fostering student success
* Developing and maintaining effective and appropriate working relationships
* Critical thinking, problem solving and analysis

**Ability to:**

* Communicate effectively through both oral and written means
* Provide medical nutrition therapy and general nutrition education to students, faculty, and staff
* Respect diversity and work collaboratively with individuals of diverse cultural, social and educational backgrounds
* Maintain the confidentiality of information and professional boundaries

Work independently to analyze available information, draw conclusions and understandings, and present such conclusions effectively to direct supervisor