**POSITION ANNOUNCEMENT**

**POSITION TITLE:** Full-time Program Admin Specialist I – 00427A

(Dietitian)

**PLACE OF EMPLOYMENT:** Old Dominion University, Student Health Services, Norfolk, VA

**SALARY:** Commensurate with education and experience

**REQUIRED QUALIFICATIONS:**

**Knowledge, skills and abilities:**

Knowledge of nutrition principles as it relates to wellness, health and illness. Knowledge of institutional meal planning. Excellent interpersonal skills, basic computer skills, strong oral and written communication skills to include public speaking skills. Demonstrated ability to design, implement and assess nutrition programs. Demonstrated ability to relate positively to a multicultural student population. Demonstrated ability to work collaboratively with a multidisciplinary team.

**Special licenses, registration or certification:**

An active registration through the Commission on Dietetic Registration of the American Dietetic Association or an active certificate from the Certification Board for Nutrition Specialists by the Board of Nutrition Specialists or an active accreditation by the Diplomats or Fellows of the American Board of Nutrition or a current license or certification as a dietitian or nutritionist issued by another state.

**Education or training:**

Earned a Bachelor’s degree in nutritional sciences, community nutrition, public health nutrition, food and nutrition, dietetics or human nutrition from a regionally accredited college or university and satisfactorily completed a program of supervised clinical experience approved by the Commission on Dietetic Registration of the American Dietetic Association.

**Level and type of experience:**

Some experience in educating patients with dietary needs in a one-on-one or group setting. Some experience in an institutional setting designing and implementing nutritionally based meal planning.

**PREFERRED QUALIFICATIONS:**

Master’s degree in a health related field. Experience in a university setting designing and implementing nutrition education, meal planning and nutrition programs. Experience in an outpatient setting. Current Registered Dietitian credentials from the Commission on Dietetic registration of the American Dietetic Association or certified nutritionist.

**HOW TO APPLY:** Apply online at <https://jobs.odu.edu> to position number 00427A, role title:

Program Admin Specialist I

* **All online applications must be received by 5:00 PM on Friday, August 30, 2013.**
* **Attaching a resume or cover letter does not substitute for a completed state application.**

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