

Job Code:.....100326
Position #: (PSA). (NE)
Developed by:..CE; JA
Reviewed by:.....DLJ
Approved by:..... LK
Date:... 07/16; 11/19

**University of Rhode Island
Position Description**

TITLE: Coordinator - Online MS in Dietetics Program
DIVISION: Academic Affairs (Health Sciences: NFS)
REPORTS TO: Director, Online MS in Dietetics Program and
Department Chair, Nutrition and Food Sciences (NSF)
GRADE: 9
SUPERVISES: Graduate and undergraduate students as required

BASIC FUNCTION:

Reporting to the Director, coordinate the administrative and operational functions of the Online MS in Dietetics Program. Support instructors in the delivery of online courses in medical nutrition therapy, community nutrition, and foodservice operations. Support the research requirements of the program by developing dietetics-related databases and assignments, and providing support to students completing nutrition-related scientific posters.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Work with the Director to support the academic program, including coordination of applications, student program plans, graduation activities and graduate school forms.

Organize orientation and graduation programs.

Oversee technology needs of the MS in Dietetics Program. Determine new technology appropriate for the Program and maintain websites and social media sites.

Design and maintain course and program surveys to measure program outcomes and student success.

Train and support program instructors in the use of Sakai, TechSmith Relay, VoiceThread, WebEx, Big Blue Button and SPSS.

Support delivery of courses in medical nutrition therapy, community nutrition, and foodservice operations through design of materials for online instruction.

Create research databases and assignments to support the research requirements of the online graduate program.

Work with online students to analyze data and complete a scientific research poster on a nutrition-related project.

Provide technical support to an external internship program.

May be required to work early mornings, evenings or weekend hours, based on the needs of the program.

OTHER DUTIES AND RESPONSIBILITIES:

Perform related duties as assigned.

LICENSES, TOOLS, AND EQUIPMENT:

Computers (PC and Mac), Microsoft Office Suite (Word, Excel and PowerPoint), Sakai, TechSmith Relay, VoiceThread, WebEx, Big Blue Button and SPSS.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Master's Degree in Nutrition or Dietetics; Demonstrated evidence of Registered Dietitian; Minimum of one year of post-baccalaureate experience working in an online graduate program; Demonstrated experience with any FOUR OF the following: Sakai, TechSmith Relay, VoiceThread, WebEx, Big Blue Button and SPSS; Demonstrated experience training faculty in the use of the software (including any FOUR OF THE FOLLOWING: Sakai, TechSmith Relay, VoiceThread, WebEx, Big Blue Button and SPSS); Demonstrated experience creating videos and/or documentation on the use of software; Demonstrated experience developing assignments for dietetics courses (such as medical nutrition therapy, community nutrition, and foodservice operations); Demonstrated experience creating secondary datasets for online research projects (used in online research courses); Demonstrated experience creating assignments for online research courses; Demonstrated experience assisting students in the use of statistical analysis software; Demonstrated experience creating a scientific research poster in a nutrition-related area that was submitted for publication; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated ability to work with professional organizations/companies to promote student learning; and, Demonstrated ability to work with diverse groups/populations.

PREFERRED: Demonstrated experience with the following: Sakai, TechSmith Relay, VoiceThread, WebEx, Big Blue Button and SPSS; and, Demonstrated experience training faculty in the use of software including Sakai, TechSmith Relay, VoiceThread, WebEx, Big Blue Button and SPSS;

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.