**Dietician Standard Job Description**

**Classification Title:** Dietician

**FLSA Exemption Status:**Exempt

**Pay Grade:** 12

**Job Description Summary:**

The Dietitian, under general supervision, develops, implements, and evaluates health education programming, focusing on prevention, risk reduction, and health promotion for students. Provides nutrition counseling services and assessments.

**Essential Duties and Responsibilities:**

**30% Nutrition Counseling and Education**

* Provides nutrition counseling and individual educational consultations with students.
* Conducts initial and follow-up assessments for program participants and maintains patient records.
* Develops goals and objectives for interventions based on needs assessments.
* Delivers presentations on nutrition-related topics and educational dietary interventions.

**20% Program Development and Coordination**

* Develops program content, learning resources, and evaluation tools for educational dietary interventions.
* Plans and coordinates grocery educational tours and cooking demonstrations.
* Serves as a liaison with community health and nutrition agencies to coordinate information and activities.

**10% Continuing Education and Professional Development**

* Participates in continuing education activities to maintain licensure and certification.
* Stays informed about new trends in evidence-based practices related to nutrition and diabetes.

**10% Community Engagement and Outreach**

* Participates in health fairs and public speaking engagements to promote nutrition education.
* Acts in accordance with applicable laws and regulations, adhering to departmental policies and procedures.

**10% Campus Resource and Support**

* Serves as a campus resource for dietary information and support for students.
* Assists in developing and implementing nutrition-focused educational programs.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Qualifications:**

**Required Education:**

* Bachelor’s degree in applicable field or equivalent combination of education and experience.

**Required Experience:**

* Two years of related experience in administrative dietetic programs and processes.

**Required Licenses and Certifications:**

* State License and American Dietetic Association Registration and License (RD/LDN) or ability to obtain within 90 calendar days from date of hire. Certification must be maintained as a condition of employment.

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.
* Strong verbal and written communication skills.
* Knowledge of word processing and spreadsheet applications.

**Additional Information:**

**Machines and Equipment:**

* Computer
* Telephone

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* This position is security sensitive
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU policies, regulations, rules and procedures
* All tasks and job responsibilities must be performed safely without injury to self or others in compliance with System and University safety requirements
* Work beyond normal office hours and/or work on weekends.
* This position is required to handle Protected Health Information (PHI) as defined by Health Insurance Portability and Accountability Act (HIPAA) regulations, in accordance with System policy; and further required to complete HIPAA training as a condition of employment, within a reasonable timeframe after employment, and on an as-needed basis thereafter.

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**