

# LOGAN UNIVERSITY

## JOB POSTING

Logan University is comprised of the College of Chiropractic and the College of Health Sciences and blends the perfect balance of tradition with innovation. Established in 1935, Logan College of Chiropractic is one of the largest and most respected chiropractic colleges in North America. Through the College of Health Sciences, Logan offers doctorate, master's degrees and bachelor's degrees that are accredited by the Higher Learning Commission of North Central.

Logan's 112-acre wooded campus is located in Chesterfield, Mo., a quiet, residential suburb of St. Louis. Its low student-to-faculty ratio provides more personalized instruction, which is most conducive to effective learning. MSNBC selected Logan's campus as an editor's pick of one of "America's Most Beautiful College Campuses." Logan offers an outstanding benefits package to eligible employees including free chiropractic care. Learn more about Logan University at [www.logan.edu](http://www.logan.edu).

**Interested candidates please send resume to:** [resumes@logan.edu](mailto:resumes@logan.edu)

**JOB TITLE:** Program Director of Nutrition and Dietetics

### **SUMMARY:**

The Program Director of Nutrition and Dietetics provides administrative oversight and supervision of the nutrition and dietetics degree program(s). The Program Director is responsible for the management of program and course outcomes; developing and maintaining evidence informed curriculum; faculty hiring, training, and supervision; management of student issues related to the nutrition and dietetics degree program(s); and the implementation and management of program effectiveness plan.

The Program Director is responsible for ensuring courses, faculty, and students meet program expectations, goals and outcomes; fulfill all regulatory requirements; fulfill all strategic goals; and work towards continuous quality improvement in everything he/she does.

The Program Director is responsible for mentoring faculty in their program(s) to be leaders in their field and on campus consistent with the mission, vision, and values of the university.

### **PRINCIPAL DUTIES AND RESPONSIBILITIES:**

1. Facilitate the transformation of students to competent, compassionate, culturally sensitive, individuals who understand the application of the curriculum into practice through practical application in curriculum design and support and mentoring of faculty.
2. Responsible for the design, development, implementation, and assessment of the program(s) curriculum.
3. Develop policies and procedures for effectively managing all components of the program(s) and to ensure fair, equitable, and considerate treatment of prospective and enrolled students (such as program admission, retention and completion policies).
4. Involved with student recruitment, advisement, evaluation and counseling, as appropriate.
5. In consultation with the Director of Human Performance, recruit and retain quality faculty including but not limited to maintaining an adequate adjunct faculty pool.
6. In partnership with the Director of Human Performance; design, develop, and implement new faculty and preceptor orientation and faculty development opportunities.
7. Create equitable faculty loads in alignment with the Faculty Handbook.
8. Cultivate a learning centered environment through faculty evaluation and development that supports dynamic and engaging classroom experiences, research and scholarly activities, and service that enhance student learning and advance the nutrition and dietetics profession.
9. Help faculty create professional development plans that foster their growth toward their short term and long term goals and evaluate them annually to help assess their growth toward those goals and their fit with the university and program mission, vision, and values.

10. Ensure strong two-way communication between the faculty and administration to foster a positive working environment and a positive learning environment for students.
11. Provide leadership, oversight, and mentoring of faculty related to faculty/student conflict resolution.
12. Participate in department level strategic planning and budgeting.
13. Develop innovative clinical opportunities for students and embed them into the curriculum.
14. Consult with the Logan clinic team regarding the development and evaluation of all nutrition-related programs.
15. Ensure compliance with local, state, federal, and accrediting bodies' rules and regulations.
16. Maintenance of program accreditation including:
  - a. Timely submission of fees, reports and requests for major program changes;
  - b. Maintenance of the program's student records, including student advising plans, supervised experiential learning hours and verification statements;
  - c. Maintenance of complaints about the program received from students or others, including disposition of the complaint;
  - d. On-going review of program's curriculum to meet the accreditation standards;
  - e. Facilitation of processes for continuous program evaluation and student learning outcomes assessment;
  - f. Communication with all accrediting bodies;
  - g. Communication and coordination with program faculty, preceptors and others involved with the program and its students; and
  - h. Timely submission of required documentation supporting the graduate's eligibility for a Commission on Dietetic Registration credentialing exam.
17. Assist the Director of Human Performance in developing innovative community partnerships.
18. Teach up to six credit hours per trimester, as requested by the Director of Human Performance.
19. All other duties as assigned.

**COMPETENCIES:** To perform the job successfully, an individual must be dependable and have good inter-personal and communication/organization skills and the ability to interact effectively with students, faculty, and staff. The individual must work well under pressure and be flexible when working with a team. Must have the ability to exercise discretion in dealing with confidential or sensitive matters, and be able to deliver difficult messages with diplomacy and tact. Must be confident and able to work on own initiative and with limited supervision.

Have a collaborative spirit, and the ability to hold individuals accountable in a professional and supportive environment. Have a desire to create and sustain a culture of student success and satisfaction. Able to demonstrate the knowledge and ability to mentor faculty in the art of student engagement through the use of best practices. Have a desire to create something new while developing an existing talented and eager team.

Must have the ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Have the ability to write reports, business correspondence, and procedure manuals. Effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Define problems, collect data, establishes facts, and draw valid conclusions.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each principal duty satisfactorily. Listed below are the knowledge, skills, and/or abilities required for this position, as well as the Physical Demands and Work Environment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The candidate must have earned a doctoral degree, be credentialed as a registered dietitian nutritionist by the Commission on Dietetic Registration, and have three years professional experience post credentialing. Specialized training at the master's degree level or higher in higher education or quality improvement preferred. An understanding of nutrition and dietetics education, program accreditation, faculty engagement, and student success best practices is essential. At least three years' experience teaching in higher education or equivalent combination of education and experience. Online learning experience is a plus.

**Computer Skills:** To perform this job successfully, an individual should have general knowledge of computers including word processing and spreadsheets.

**Certificates, Licenses, Registrations:** Credentialed as a registered dietitian nutritionist by the Commission on Dietetic Registration. Must hold a license in the state of Missouri, or obtain Missouri state licensure within 6 months of hire.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and to use hands to type on computer, operate office equipment and handle books, files, documents, etc. Must be able to talk and hear to answer phones and when assisting others. The employee is occasionally required to stand, walk, reach with hands and arms, climb or balance, and to stoop or kneel. The employee must occasionally lift objects weighing from 10 – 30 pounds and possibly up to 50 pounds. Close vision needed to use computer. Must have distance vision and depth perception for safety purposes.

**WORK ENVIRONMENT:** This position is full-time and employee is expected to work 12 months (three trimesters) of the year. An employee is expected to assist and provide coverage for coworkers during peak periods, vacation days or sick days. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment in this position is characteristic of a normal office environment. The noise level in the work environment is usually moderate.

**NOTE:** This job description in no way states or implies that these are the only duties to be performed the employee will be required to follow any other instructions and to perform any other duties requested by his or her supervisor.