

Employee Name:



San Diego State University

MPP / Staff Position Description

HUMAN RESOURCES USE ONLY

Conflict of Interest (COI) Designated: Yes No

Mandated Reporter: Limited General N/A

Review Date: 09/10/2024

MPP Positions Only

MPP Job Code:

Job Family:

Job Function:

Job Category:

Mandated Reporter Per CANRA YES NO

The person holding this position is considered a 'mandated reporter,' under the California Child Abuse and Neglect Reporting Act (CANRA) and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

Please Note: A current and accurate signed Position Description is required for each MPP / Staff position and must be on file in the Center for Human Resources. After completion, the Position Description should be reviewed, signed and dated by the employee, the supervisor and the Center for Human Resources - Classification and Compensation.

Please check one: New Position Existing Position Update

Date:	August 29, 2024
Department & Division:	Well-being & Health Promotion
Employee Name <i>(leave blank if vacant):</i>	
Current Classification & Grade:	Registered Dietitian
FLSA Status: <i>(exempt or non-exempt)</i>	Exempt
Working Title:	Registered Dietitian
Position Number & Job Code:	10006309
Working Title & Position Number of HEERA Designated Appropriate Administrator:	Assistant Vice President for Student Affairs and Campus Diversity / 10008443

Employee Name:

I. FUNCTION OF THE EMPLOYING UNIT:

The Office of the Vice President for Student Affairs and Campus Diversity is responsible for the coordination and development of student services and building the inclusive excellence of SDSU's staff and faculty at San Diego State University. Departments include, but not limited to, Assistant Deans for Student Affairs; Career Services; Communications Services; Counseling & Psychological Services; Cultural and Identity Centers; Center for Educational Opportunity Programs, Outreach and Success; Financial Aid and Scholarships; Military Veterans Program; New Student and Parent Programs; Office of the Student Ombudsman; Residential Education; Resource Management; Student Ability Success Center; Student Health Services; Student Life and Leadership; Student Rights and Responsibilities; Testing Services Office; Well-being & Health Promotion; and programming related to Inclusive Excellence.

Division of Student Affairs and Campus Diversity

The Division facilitates the academic and career success, personal growth and well-being of all students, and works proactively to address systemic inequities through professional learning, community building, advocacy, policy recommendations and organizational structures. We aim to foster an affirming campus culture based on the core values of excellence, equity, diversity, belonging and inclusion through:

- Recruiting and retaining faculty and staff who are reflective of the diverse student body and communities served by SDSU, and recruiting students who are representative of the rich diversity of the region and the world;
- Fostering an environment that is welcoming, affirming, and empowering for students, faculty, staff and alumni of all backgrounds;
- Enhancing the career and educational pathways of a diverse student body, the faculty and staff, including enhancing the learning environment and expanding learning opportunities for all students inside and outside the classroom, and expanding and connecting opportunities for students to participate in transformational experiences;
- Developing leaders who believe in and lead others toward supporting civility, mutual respect and diversity in our society and workplaces; and
- Cultivating relationships with the local community that advance the well-being of diverse individuals and communities.

Position upholds the Student Affairs and Campus Diversity Statement on Diversity, Equity, and Inclusion, specifically:

“The Division of Student Affairs and Campus Diversity acknowledges and honors the inherent value and dignity of all individuals by creating and nurturing a learning and working environment that affirms and leverages our community’s diversity of traditions, heritages, perspectives, and experiences. We are committed to fostering a culture of inclusive excellence designed to facilitate the personal and professional success, growth, development, and well-being of all members of our community. We manifest this commitment through our innovative, strategic and collaborative efforts to develop leaders who believe in and lead others toward practicing civility, mutual respect, and inclusion in our workplaces and society.”

The Interim Assistant Vice President for Student Affairs and Campus Diversity reports to the Vice President for Student Affairs and Campus Diversity and is responsible for the direction and coordination of department programs/personnel as designated by the Vice President for Student Affairs and Campus Diversity.

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The Well-being & Health Promotion Department aims to support and enhance the well-being of SDSU students, recognizing the critical role that well-being plays in a student's academic success and future success.

Well-being & Health Promotion works collaboratively within the SDSU community to foster an environment in which students establish lifelong healthy behaviors and attitudes to reduce the risk for disease and injury. Often alcohol and other drugs, reckless or dangerous behavior, and risky sexual behavior can lead to injuries, disease, legal trouble, and social circumstances that make continued academic progress difficult or impossible. The department serves an educational and preventative role to empower students for healthy behaviors by:

- Helping create a healthy campus and community environment.
- Assuring students know how and are motivated to make healthy decisions.

Well-being & Health Promotion provides SDSU students with tools to succeed by offering health education on alcohol and other drug use, sexual health and STI's, nutrition, healthy relationships and sexual violence prevention, healthcare coverage, recovery support, and more.

Well-being & Health Promotion maintains a commitment to collaborative and integrated efforts to achieve student health.

II. PURPOSE OF POSITION:

The Registered Dietitian, in collaboration with and under the direction of the Interim Assistant Vice President for Student Affairs and Campus Diversity, supports the development, planning and implementation of programs and initiatives aimed at enhancing student well-being, health and safety with a focus on nutrition and food preparation. The incumbent develops and implements programs designed to improve the diet and nutrition of students and the campus community; develop and provide nutritional care information through individual counseling to students in nutrition, diet, weight management, food choices and preparation; and serves in a consultative role to campus partners regarding nutrition and food labeling.

The Registered Dietician oversees the Well-being and Health Promotion Nutrition Program which includes the mobile demonstration kitchen, cooking skills classes, grocery shopping guides, and partnerships with campus food pantries and produce providers. The Registered Dietician partners with the Basic Needs Center, Student Health Services, Counseling & Psychological Services, Athletics, Aztec Shops, and other campus departments in the development of programs and services based on students' needs. The incumbent provides consultation to campus partners such as Aztec Shops and Athletics in the development of nutrition initiatives.

The incumbent plans and leads outreach events, workshops, presentations, and programs with a focus on nutrition education. The incumbent engages in and supports the full health promotion program of the department, which includes education and programming tied to alcohol and other drug use, recovery, sexual health, healthy relationships, resources, sexual violence prevention, and health literacy. The incumbent participates in New Student Orientation, Explore SDSU, Welcome Week, Health Expo, and other primary and secondary level education interventions as determined by the Int. Assistant Vice President.

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III. CHANGES IN RESPONSIBILITIES:

This is a new position.

IV. MAJOR RESPONSIBILITIES:

Clearly list the major responsibilities/essential functions in descending order from the most important to the least important. Indicate the approximate percentage of time spent in each (percentages should not be less than 5%). The percentage must total 100%.

Description of Responsibilities:	(%) Percent of Time
<p>A. Nutrition and Dietetic Services</p> <ul style="list-style-type: none">● In collaboration with other campus health professionals, and receiving work direction from the Student Health Services Medical Director, work with students individually and in group sessions to modify or improve nutrition practices, create meal plans, offer nutritional care for specific medical conditions, diseases, or disorders, or any other nutrition/ weight management needs● Provide individual nutrition counseling with students who are referred for eating disorders within the defined scope of services approved by Well-being & Health Promotion and Student Health Services Leadership● Work as part of an interdisciplinary health care team that includes primary care physicians, psychiatrists, orthopedist, nurse practitioners, psychologists, counselors, nurses, medical assistants, clinical assistants, and other support staff.● Collaborate with the SHS Director and Medical Director for development and implementation of policies and procedures related to nutritional services.● Maintain patient records in the SHS electronic health record for all patient visits and other contacts.● Plan and facilitate group instruction and special workshops on food, diet, weight management, and other nutritional care topics● Collaborate with Counseling & Psychological Services to offer group education around eating disorders, stress eating, and other nutrition and mental health topics● Develop referral systems for resources on and off campus related to nutrition● Provide consultation to Student Health Services and Counseling & Psychological Services care providers● Maintain certification and professional development by attending continuing education, professional classes and meetings.● Participate in multi-disciplinary teams to address nutritional needs of specified patients and collaborate with other providers in a case management model of care.	45%

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Description of Responsibilities:	(%) Percent of Time
<ul style="list-style-type: none">● Prepare and maintain written and/or audio-visual material aids for nutritional education and distribute them to other on-campus health providers● Adhere to HIPAA and FERPA guidelines and maintain strict patient confidentiality, as required by law● Attend meetings and case management conferences with Student Health Services and Counseling & Psychological Services colleagues, as requested● Provide clinical care in alignment with Student Health Services policies, as pertaining to the work duties listed above	
B. Education and Outreach <ul style="list-style-type: none">● Develop, plan, implement and assess nutritional education through workshops and presentations● Oversee the Well-being & Health Promotion Nutrition Program, including the Mobi Mobile Demonstration Kitchen, cooking skills classes, and grocery guides. Utilize data, best practices, and student feedback to develop a scaffolded approach to alcohol and other drug education across the student-life span and across the academic year● Coordinates Opioid Awareness Training and Narcan Upstander Distribution Program development, implementation and assessment.● Serve as a guest speaker for media, academic classes, student clubs/organizations or other university groups.● Develop and evaluate nutrition resources such as literature, brochures, media, audiovisuals etc.● Plan outreach activities such as special events and awareness campaigns, including National Eating Disorder Awareness Week, National Nutrition Month and Intuitive Eating Over the Holidays.● Plan, organize, market, evaluate and lead cooking demonstrations.● Maintain kitchen supplies and inventory.● Provide guidance to interns, peer health educators, and volunteers supporting nutrition programming.● Utilize data, best practices and student voice in the development of educational programs and services.	30%
C. Partnerships and Consulting <ul style="list-style-type: none">● Provide consultation to SDSU Dining, Aztec Shops, Athletics and other campus partners regarding nutrition analysis and student nutrition needs● Partner with campus departments on nutrition initiatives, such as the Aztec Shops Food Labeling Initiative	20%

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Description of Responsibilities:	(%) Percent of Time
<ul style="list-style-type: none"> ● Serve as a campus representative to San Diego County Public Health regarding nutrition initiatives, such as the SDSU Sodium Reduction Initiative ● Partner with AOD and Recovery specialists on and off campus to discuss the intersection of nutrition and substance use disorders ● Collaborate with other on and off-campus departments as needs are identified 	
<p>D. Department Duties as Assigned</p> <ul style="list-style-type: none"> ● Provide supervision and professional development for interns supporting nutrition programming ● Serve as a representative of Well-being & Health Promotion on campus committees as assigned ● Prepare grant proposals and coordinate grant implementation, evaluation, and reporting ● Demonstrate commitment to professional development through continuing education 	5%
Total =100%	100%

V. LEAD WORK DIRECTION OVER OTHERS:

List of individuals the incumbent supervises/leads. Indicate the type of supervision, whether direct (directly supervises the position and conducts performance evaluation) or general (acting in a lead capacity or assigning work).

Classification	Working Title	Type of work direction (Direct or General)
Graduate Student Assistants	Student Employees	Hourly
Student Assistants	Student Employees	Hourly

VI. POSITION REQUIREMENTS:

A. List education and years of experience required that are based on the classification standards.

Education:

Bachelor's degree in a program approved and accredited by the Academy of Nutrition and

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Dietetics (AND) necessary to meet the academic requirements to become credentialed as a Registered Dietitian (RD); completion of an AND accredited supervised practice program and successful completion of the registration examination.

Experience:

Bachelor's degree or equivalent in a program approved and accredited by the Academy of Nutrition and Dietetics. The RD credential also requires completion of an Academy of Nutrition and Dietetics accredited pre-professional experience program. Additionally, incumbents must possess sufficient experience to perform the assigned duties.

B. Skills, knowledge, and abilities required for this position that are based on the classification standards

Thorough knowledge of the principles of nutrition, dietary needs and weight control; applicable state and federal regulations pertaining to the field including those regarding patient confidentiality. Working knowledge of nutritional care for specific medical conditions. General knowledge of principles, methods, materials, and channels of nutrition education and public information.

Ability to communicate effectively in writing and verbally; assess needs and evaluate the effectiveness of diet and nutrition programs and materials; promote, organize, and conduct public meetings on nutrition; prepare, select, assemble, evaluate, and distribute nutrition education material such as pamphlets, reports, bulletins, exhibits, posters, films, and news releases; maintain records and prepare reports; work effectively in collaborative health care teams to address specific diet and nutrition needs; keep current with developments in health care related to nutrition; maintain confidentiality consistent with applicable state and federal regulations; establish and maintain Registered Dietitian – 2 effective working relationships with other health center staff and representatives of the news media and other community groups; and be sensitive to and communicate effectively with diverse members of the campus community.

Possession of these knowledge and abilities is typically demonstrated through the Experience requirements below.

C. Specialized skills required for this position

- Knowledge of the principles of nutrition, dietary needs and weight management
- Knowledge of medical nutrition therapy (MNT) for specific medical conditions, diseases and disorders
- Experience in health and wellness promotion program planning, implementation and evaluation; recruitment, selection, training and supervision of paraprofessional staff; working with small and large groups
- Experience in providing educational presentations and/or public speaking
- Ability to evaluate and develop nutrition programs, education materials and resources
- Ability to communicate effectively in writing and verbally; maintain records and prepare reports
- Ability to work effectively in collaborative health care teams to address specific diet and nutrition needs, maintain effective relationships with other campus groups, departments, faculty, students, staff and media

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- Ability to stay current with developments and trends in nutrition and diet
- Ability to maintain confidentiality consistent with applicable state and federal regulations; and be sensitive to and communicate effectively with diverse members of the campus community
- Experience in planning and leading cooking demonstrations

D. License and Certification Required (I.e., Driver's License and Grade, Certification, etc.)

Possess and maintain certification as a Registered Dietitian as defined by the Commission on Dietetic Registration.

VII. PREFERRED QUALIFICATIONS:

- Master's degree in Nutrition or a related field
- 3-5 years of experience with nutrition and food preparation programs
- Experience working with a diverse college population
- Experience with peer education program advising, training, and evaluation
- Demonstrated ability to apply power, privilege, and inequity concepts to health promotion work
- Experience working with grants, including application, implementation, evaluation and reporting
- Ability to effectively handle and complete several ongoing projects and activities in a work environment characterized by frequent interruptions
- Ability to plan work to adhere to monthly, quarterly, and semesterly schedules
- Ability to be flexible in dealing with day-to-day changes in priorities
- Organizational and programming skills
- Effective interpersonal skills required to build and maintain cooperative working relationships among diverse individuals and groups
- Ability to present clear and concise information orally and in written reports
- Ability to interpret and apply a wide variety of programs and University policies and guidelines
- Ability to understand, develop and effectively monitor fiscal budgets
- Basic experience in program development of student organizations and activities, fraternities and sororities, leadership programs, cross-cultural center, and student academic success centers
- Ability to effectively use Word, Excel, PowerPoint and Google Applications to create and analyze reports, manage data, resource materials and presentations
- Ability to speak before all groups of students and possess the skills necessary to deal with sensitive and confidential issues
- Ability to routinely work evenings and weekends

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VIII. SIGNATURES:

The signature indicates position description is an accurate and correct statement of duties and responsibilities assigned to the position. (Limited to 3 Signers as listed below)

INCUMBENT: To acknowledge reading and receiving a copy of this job description, close this document and click "I AGREE" on your applicant page.

Incumbent's Signature/Acknowledgment

Date



[Jennifer Rikard \(Oct 2, 2024 14:00 PDT\)](#)

10/02/2024

Appropriate Administrator Signature

Date



10/04/2024

Resource Management

Date



[Glenn Perez \(Oct 2, 2024 14:58 PDT\)](#)

Classification & Compensation Services

Date

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Attachment A

Complete for all positions

To comply with the provisions of the Americans with Disabilities Act, specify the physical, mental, and environmental conditions of the essential functions of the job, please complete the sections below.

Physical Summary: Choose one description out of the categories below that best describes this position.

- Sedentary Work:** Involves mainly sitting. Walking and standing are minimal. Lifting is limited to lightweight objects (10 pounds or less).
- Light Work:** Job involves some lifting of medium weight objects (10-20 pounds) and/or 10% -20% of the job involves standing or walking.
- Medium Work:** Job involves lifting heavy-weight objects (20-40 pounds) and/or 20%-40% of the job involves standing, squatting, kneeling, or walking. May require pushing or pulling objects within the weight limits.
- Heavy Work:** Job involves lifting more than 40 pounds. Approximately half of the incumbent's time will be spent walking, standing, squatting, kneeling, or climbing.

Use the codes below for each of the items which most accurately describe the extent of the specific activity performed in this position.

"C" = constantly or 6-8 hours per day

"O" = occasionally or up to 3 hours per day

"F" = frequently or 3-6 hours per day

"N" = never

Physical Requirements of the Position		Mental Requirements of the Position	
O	Bending (neck)	C	Reading & Comprehending
O	Bending (waist)	C	Writing
N	Climbing	F	Performing Calculations
N	Crawling	C	Communicating Orally
N	Kneeling	C	Reasoning & Analyzing
O	Pushing/Pulling	C	Decision Making
F	Sitting	C	Directing/Coordinating Others:
N	Squatting		Other:
O	Standing	Environmental Working Conditions	
O	Twisting (neck)	O	Exposure to variations in temperature/humidity
O	Twisting (waist)	N	Exposure to chemicals, gases, dust or fumes
F	Walking	O	Operates machinery or drives motorized equipment
O	Handling Objects	N	Exposure to bio-hazards
O	Manual dexterity	C	Working in normal office environment
O	Reach above/below shoulder	O	Working outside with various weather conditions
O	Using foot controls	N	Uses specialized equipment
	Other:		Other:

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Attachment B

Complete for all positions

Sensitive Position: For current employees who are voluntarily reassigned or reclassified to a sensitive position, a background check is also required. To determine if this position is a sensitive position, please consult with Human Resources and reference the [CSU Background Check Policy](#).

Consideration for designation as a sensitive position per HR Technical Letter 2017-17		
1. Does this position have responsibility for the care, safety, and security of people (including children and minors), animals, and CSU property?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Sexual offender registry check for those who perform work involving regular or direct contact with minor children and those who are identified as mandated reporters of child abuse and neglect under Executive Order 1083 and California Penal Code §11165.7(a).
2. Does this position have access to and responsibility for detailed personally identifiable information about students, faculty, staff, or alumni that is protected, personal, or sensitive?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Access to Level Protected Level 1 Data: (i.e., Passwords, DOB, Credit Card Numbers, SSN's, Medical Data, Law Enforcement Records, etc.) - Link to or incorporate ICSUAM pages.
3. Does this position have access to student records?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	FERPA (Access to student education records)
4. Is the position responding for recording/reporting Clery Data?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Clery Act Basics
5. Does the position have access to protected health information?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	HIPAA
6. Will this position be an active/participating member of the SDSU Emergency Operations Team?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	EOC Member
7. Does this position have responsibility for operating commercial vehicles, machinery or equipment that could pose environmental hazards or cause injury, illness, or death?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Motor Vehicle Records/Licensing Check is required. CA Defensive Driver
8. Does the position influence or make decisions regarding real property, real property acquisitions and/or leaseholds, land use and/or development?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	COI CAT 1
9. Does the position influence or make decisions regarding the purchase of goods, service or construction work? Note: Having a procurement card is not qualifying if the individual is limited to making directed and supervised purchases from established vendors.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	COI CAT 2

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10. Does the position influence or make decisions regarding the investment of SDSU/CSU funds.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	COI CAT 5
11. Does the position influence or make decisions regarding the sale of campus goods, services, products, or commodities (including agricultural commodities), which are sold by the campus?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	COI CAT 6

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Attachment C

Complete for **MPP Positions Only**

Mental Effort:

Enter frequency of occurrence for all applicable activities using the following key:

1=Never Occurs 2=Seldom Occurs 3=Sometimes Occurs 4=Occurs Often 5=Almost Always Occurs

<u>Planning</u>		<u>Staffing</u>	
	Forecast		Define Roles
	Set Program Goals		Give Input to Position Descriptions
	Determine Budget Allocations		Determine Selection Criteria
	Establish, Implement, Revise Policies		Recruit/Interview/Select
			Orient Staff
<u>Organization</u>		<u>Employee Relations</u>	
	Describe Relationships Between Functions		Initiate Corrective Action
	Define Department/Divisional Structure		Authorize Formal Discipline
	Establish Priorities to Meet Goals		Administer Collective Bargaining Agreements
	Schedule Work for Employees		Prepares/Investigates Grievance Awards and Complaints
	Implement procedures		Formulates/Represents University Position for Formal Grievances/Complaints
	Determine work methods		
	Balance multiple tasks/projects		
<u>Direction/Leadership/Supervision</u>		<u>Performance Evaluations</u>	
	Educate		Determine Performance Standards
	Delegate		Authorize/Approve Awards
	Coordinate		Prepare Performance Evaluations
	Coach/Train/Develop		Observe/Follow-Up on a Daily Basis
	Recommend Formal Training		Correct Work/Behavior Problems
	Motivate		
	Instruct/Demonstrate		
	Schedule Staff/Readjust Schedule		
<u>Organization</u>		<u>Other</u>	
	Describe Relationships Between Functions		
	Define Department/Divisional Structure		
	Establish Priorities to Meet Goals		
	Schedule Work for Employees		
	Establish deadlines		
	Implement procedures		
	Determine work methods		
	Balance multiple tasks/projects		

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Attachment D

Department Organization Chart

Instruction: Please insert an image of your department's organization chart and highlight where this Position Description falls within the chart.

DEPARTMENT of WELL-BEING & HEALTH PROMOTION

Organization Chart
Updated June 2024

