|  |  |
| --- | --- |
|  | Date Revised: 8/27/2024 |
| STAFF Position Description |

**Instructions:** C*omplete this form for all staff positions. The form is also used to request a classification review of a currently filled position, or to update a position description with no review requested. After completion of the form, a signed copy should be given to the employee (if the position is filled), one copy forwarded to the Office of Human Resources, and the original electronic version maintained by the department.* [NOTE: This form is unlocked; you will need to **Ctrl + Click** to open links.]

**A. Action Requested**

[ ]  Request a New position OR [x]  Fill a Vacant position *(Must initiate through online recruitment)*
[ ]  Initiate a Classification Review for a filled position

|  |  |
| --- | --- |
| **Requestor:** [ ]  Employee OR [ ]  MPP Administrator  | **Name:**     |

[ ]  Update an existing position description *(no review requested)*

[ ]  New Employee/Appointment acknowledgment of the position description *(no review requested)*

 *(Employee should be given full position description within one week of start date)*

**B. Current Information**

|  |  |
| --- | --- |
| **Name of current incumbent:** *(if filled)*   | **Employee ID #:**  |
|  *Or if vacant*, *name of previous incumbent*: Tania Menachegani Khachatourians  |
| **Classification Title:** Registered Dietitian | **Job Code:** 8130  | **Grade:** 1 | **Position #:** 99744952 |
| **Working Title:** *(optional*)Athletic Performance Nutritionist/Dietitian | [**FLSA**](https://www.csun.edu/sites/default/files/CSU-Staff-Job-Codes.pdf) **Status:** Exempt*(See link to* [***CSU FLSA/Job Code List***](https://www.csun.edu/sites/default/files/CSU-Staff-Job-Codes.pdf)*)* |
| **Department ID:** 10472 | **Department Name:** Sports Nutrition/Performance Nutrition  | **Time Base:** 1.0 |
| **Lead** *(Staff lead, if applicable)***Name:**       | **Classification Title:**       | **Working Title:**      |
| **MPP Administrator/Department Chair** *(Reports To)***Name:** Sonia Hahn | **Working Title:**Deputy Director of Athletics |

*Please attach an org chart, if requesting a reorganization (current and proposed) (See link to* [***Campus Org Chart***](https://www.csun.edu/hr/orgchart)*)*

|  |
| --- |
| **Is this a sensitive position as designated by the CSU?** [x]  Yes [ ]  No *(See link to* [***Sensitive Positions Table***](http://www.csun.edu/sites/default/files/sensitive-positions-table1.pdf)) |

 **C. Position Purpose** *(Hint: Complete Section D. first and then summarize position’s purpose; typically between 2 to 5 sentences)*

*Please briefly describe the primary function, nature, and scope of the position.*

|  |
| --- |
| Under the general direction of the Deputy Director of Athletics, the Athletic Performance Nutritionist/Dietitian is responsible for evaluating, developing, and implementing programs designed to enhance the diet and nutritional health of CSUN's Division I student-athletes. Oversees the daily operations of the fueling station to ensure athletes receive optimal nutrition for their training, performance, and overall health. Collaborates with coaches, sports medicine staff, and athletic performance to provide comprehensive nutrition services to all athletic teams. |

**D. Major Duties**

*Describe each major set of responsibilities assigned to this position (typically 4 to 7) listing them in order of importance. Indicate the approximate percentage (minimum of 5% for a given major duty, with the total equaling 100%) of time spent in each area of responsibility, estimated over a year timeframe. Miscellaneous or other duties as assigned should be 5%.*

*Indicate duties, which are “****essential functions****” by checking the Essential box in the right column (15% or greater to be considered essential).*

*The Americans with Disabilities Act (ADA) provides that there shall not be a barrier to employment for an otherwise qualified disabled individual who is able to perform the “****essential functions****”, which is intrinsic to the work.* ***A function may be essential because******1)*** *the position was established to perform the function;* ***2)*** *a limited number of employees are available to perform the function; and/or* ***3)*** *removing the function would fundamentally change the position.  (Example: A receptionist must be able to respond to in-person, telephone and electronic inquiries).*

|  |  |  |
| --- | --- | --- |
| **Description of Duties**  | **% of TimeTotal = 100** | **Essential (Minimum 15%)**  |
| **Nutritional Assessment and 1:1 Counseling:*** Conducts individual and team nutritional assessments and input medical information and data into appropriate database and generate reports as needed to help ensure student-athletes are meeting health and nutritional goals and objectives.
* Maintains confidentiality of and safeguard personal health information (PHI) of student-athletes.
* Develop and implement personalized nutrition plans tailored to the needs of student-athletes.
* Provide ongoing nutritional counseling and education to athletes to enhance performance, recovery, and overall health.
* Assess body comp using BOD POD and IN-BODY machines to assess fat free mass and body fat% in
* Requires a flexible schedule, including evenings, weekends, and travel with athletic teams as necessary.
 | 30% | [x]  |
| **Matador Fueling Station Management:*** Oversees the daily operations of the Matador Fueling Station, including purchasing/ordering, inventory management in accordance with CSU and CSUN purchasing policies and procedures.
* Ensures all food safety protocols are adhered to
* Ensures the availability of high-quality, nutritious food (meal and snack) and beverage options tailored to the needs of student-athletes based on competition season and need.
* Evaluate and select nutritional supplements, ensuring compliance with NCAA, USADA, and WADA regulations
* Collaborates , negotiate and communicate with multiple vendors/companies and build and maintain sponsors product partnerships
* Participates in recruiting, training, and scheduling of student assistants, volunteers, and/or interns for staffing the fueling station operation hours through leading the sports nutrition internship program
 | 30% | [x]  |
| **Collaboration and Communication:*** Works closely with coaches, athletic trainers, sports medicine professionals, and strength and conditioning coaches to evaluate, assess and integrate nutrition strategies and needs of student athlete into training and competition plans.
* Serves as a nutrition resource for athletes, coaching staff, and other support personnel.
* Communicates effectively with all stakeholders about nutritional issues and recommendations.
* Prescribe and suggest team specific programs to help maximize nutritional health and sports performance including nutritional meal and snack suggestions for travel and game day nutrition
 | 25% | [x]  |
| **Education and Workshops:*** Develops and deliver educational materials and presentations on sports nutrition topics.
* Conduct workshops and seminars for athletes, coaches, and support staff.
* Provides guidance on meal planning, grocery shopping, food preparation, and safe food handling practices.
 | 5% | [x]  |
| **Professional Development and Compliance:*** Maintains professional credentials and stay updated on the latest sports nutrition research and practices.
* Ensures compliance with all relevant regulations and standards, including those set by the NCAA and other governing bodies.
* Participates in professional development opportunities and contributes to the advancement of the sports nutrition field.
 | 5% | [ ]  |
| **Performs other duties as assigned.** | 5% | [ ]  |

**E. Physical and Cognitive Demands; and Environmental Conditions**

*Check the appropriate box for each of the following items that most accurately describes the minimum extent of the specific activity performed by this position. Based on a typical workweek.*

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **PHYSICAL DEMANDS** | **Greater than****50%** | **Less than** **50%** | **N/A** |  |  | **Greater than****50%** | **Less than** **50%** | **N/A** |
| 1. Key Boarding and Mousing
 | [ ]  | [x]  | [ ]  |  | 1. Lifting or Carrying
 |  |  |  |
| 1. Repetitive Motion of upper extremities
 | [x]  | [ ]  | [ ]  |  | 1. Up to 10 lbs.
 | [ ]  | [x]  | [ ]  |
| 1. Hearing
 | [ ]  | [x]  | [ ]  |  | 1. Up to 25 lbs.
 | [ ]  | [x]  | [ ]  |
| 1. Sight
 | [x]  | [ ]  | [ ]  |  | 1. Up to 50 lbs.
 | [ ]  | [x]  | [ ]  |
| 1. Sitting
 | [ ]  | [x]  | [ ]  |  | 1. Over 50 lbs.
 | [ ]  | [ ]  | [x]  |
| 1. Standing
 | [x]  | [ ]  | [ ]  |  | 1. Pushing or Pulling
 |  |  |  |
| 1. Walking
 | [ ]  | [x]  | [ ]  |  | 1. Up to 10 lbs.
 | [ ]  | [x]  | [ ]  |
| 1. Bending *(from waist or neck)*
 | [ ]  | [x]  | [ ]  |  | 1. Up to 25 lbs.
 | [ ]  | [x]  | [ ]  |
| 1. Climbing *(Ladders, stairs or stools)*
 | [ ]  | [x]  | [ ]  |  | 1. Up to 50 lbs.
 | [ ]  | [x]  | [ ]  |
| 1. Stooping, Kneeling, or Squatting
 | [ ]  | [x]  | [ ]  |  | 1. Over 50 lbs.
 | [ ]  | [ ]  | [x]  |
| 1. Reaching
 | [ ]  | [x]  | [ ]  |  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **ENVIRONMENTAL CONDITIONS** | **Greater than****50%** | **Less than** **50%** | **N/A** |
| 1. Inside *(Typical office environment)*
 | [x]  | [ ]  | [ ]  |
| 2. Elevated Work *(Raised platform/scaffold)* | [ ]  | [ ]  | [x]  |
| 1. Extreme Temperature *(hot or cold)*
 | [ ]  | [x]  | [ ]  |
| 1. Outdoor
 | [ ]  | [x]  | [ ]  |
| 1. Hazards
 | [ ]  | [ ]  | [x]  |

|  |
| --- |
| **OTHER**  *Describe any additional demands/conditions or special circumstances (including special schedules) that are pertinent to the position.* |
| **Work Environment & Schedule:*** The work environment is dynamic and may involve both indoor and outdoor activities.
* The position requires a flexible schedule, including evenings, weekends, and travel with athletic teams as necessary.
 |

**F. Equipment** *List any special software and machines, tools, and equipment used on a regular basis.*

|  |  |
| --- | --- |
| **Type**  | **Purpose and Desired Results**  |
| *Example A1) Lawn Mower Example B1) Microsoft Word* | *Example A2) Mowing grass Example B2) Create or update documents* |
| Point and Click Health Care Software | Manage/stores student medical/health information in association with the Klotz Student Health Center and sports medicine.  |
| BOD POD & IN-BODY (Body composition testing machines) | Measure student’s body composition (body fat/muscle mass) |
|       |       |

**G. Training and/or Licenses; and Additional Experience, Knowledge, Skills, and Abilities**

**(A). Training and/or Licenses:** *List required and preferred training, licenses or certifications. If a license is required for any position outside of the* [*CSU Professional License Table*](https://www.calstate.edu/hrpims/pims/Appendix/professional_license_table.htm)*, a justification must be provided in description.* ***\*****Any CSU/CSUN “Required” training will be provided after starting the appointment.*

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Required** | **Preferred** | **N/A** |
| **\***CSU Sexual Harassment Prevention / Title IX / Data Security Training *(Required for ALL employees)* | [x]  |  |  |
| **\***CSUN Procurement Card (P-Card) Training | [ ]  | [x]  | [ ]  |
| **\***CSUN [Defensive Driver Training](https://www.csun.edu/ehs/request-defensive-driving-powered-cart-training)  and Powered Cart/Low Speed Vehicle Safety Training (if appl) | [ ]  | [x]  | [ ]  |
| Bachelor’s degree or equivalent in Nutrition & Dietetics | [x]  | [ ]  | [ ]  |
| Registered Dietitian Credentialed by the Commission on Dietetic Registration (CDR) | [x]  | [ ]  | [ ]  |
| CA ServSafe Food Protection Manager Certification | [ ]  | [x]  | [ ]  |
| Board Certified Specialist in Sports Dietetics (CSSD) | [ ]  | [x]  | [ ]  |
| Body Composition Testing (In-Body & BOD POD) | [ ]  | [x]  | [ ]  |
| Additional Preferred Certifications: HIPPA, ISAK, CSCS Certifications | [ ]  | [x]  | [ ]  |
| **(B). Additional Experience, Knowledge, Skills, and Abilities:***List additional knowledge, skills, abilities and unique experience. Human Resources will determine the minimum qualifications based on the CSU Classification Standards.* |
| **Experience:*** At least 1-2 years of experience in sports nutrition, preferably in a collegiate or professional sports setting.
* Experience managing a fueling station or similar facility is highly desirable.

**KSAs:*** Strong understanding of sports nutrition principles and evidence-based practices.
* Excellent communication, presentation, and counseling skills.
* Ability to work effectively in a team environment and manage multiple tasks simultaneously.
 |

**H. Lead or Oversight of Other Positions**  [ ]  Yes [x]  No (Please list below) *List positions (including Student Assistants and Volunteers) that incumbent will lead, oversee or provide direct or general work direction, if applicable. (Generally, non-MPP Staff may lead, oversee, coordinate, and provide input for hiring and evaluations to MPP Administrators. Management and supervision authority is held at the MPP Administrator level.):*

|  |  |  |
| --- | --- | --- |
| **Working Title** *(if applicable)* | **Classification Title** | **Position Number(s)** |
|  |  |       |
|       |       |       |

**I. Changes in Position**

*Summarize the changes (including minor updates, additions, and removals) that have been made to the position since it was last reviewed.*

|  |
| --- |
| Updated working title and classification to Athletic Performance Nutritionist/ Dietician, Job Code: 8130-1.  |

**J. Signatures** *(Print, sign and date below)*  **EMPLOYEE** (*Acknowledgement of reading and receiving a copy of this job description*)

|  |  |  |  |
| --- | --- | --- | --- |
| **Employee:**  | **Signature:**  | **Date:**  | **Extension:**  |
| **LEADS / MPP ADMINISTRATORS** (*Acknowledgement that the information is accurate*) |
| **Non-MPP Lead:** *(if applicable)* | **Signature:**  | **Date:**  | **Extension:**  |
| **1st level MPP Administrator/Dept. Chair:** *(required)*Sonia Hahn | **Signature:**  | **Date:**  | **Extension:**  |
| **2nd level MPP Administrator:** *(if applicable)* | **Signature:**  | **Date:**  | **Extension:**  |
| **3rd level MPP Administrator:** *(if applicable)* | **Signature:**  | **Date:**  | **Extension:**  |
| **4th level MPP Administrator:** *(if applicable)* | **Signature:**  | **Date:**  | **Extension:**  |