

South Dakota State University

December 28, 2018

NUTRITION ASSISTANT – Rapid City, SD FOOD & FAMILIES PROGRAMS - EXTENSION

Deadline: Open until filled

Salary Range CG EH: \$13.15 - \$17.88/hour

12 months, 100% time

Job Responsibilities: Provide research-based, hands-on food and nutrition educational programming to individuals, families and children with limited financial resources to strengthen the participant's knowledge regarding healthy food choices, managing food resource dollars and food safety.

Knowledge, Skills & Abilities:

Knowledge of: Nutrition programs; nutrition needs, food safety and proper food preparation practices; common sense shopping techniques; household budgeting practices; basic methodologies and teaching practices for youth, families and adults; arithmetic sufficient to add, subtract, multiply, divide and calculate percentages; assigned area (community) and existing community services; and computer software applications.

Ability to: Interview; gather and arrange information; interpret nutritional findings; identify potential program participants; learn and teach basic nutrition, manage a budget and inventories; accurately complete and maintain records; organize work to meet competing deadlines; work independently; supervise volunteers, adults and students in a classroom setting; communicate and work effectively with clients, co-workers, agencies and the public; deal tactfully with low-income or ethnic clients; recruit and train volunteers; maintain strong relationships with community resources and agencies; complete quarterly and annual reports; use audio-visual materials; lift and carry presentation and display materials (up to 40 pounds); bend and stand for an extended period; travel on overnight assignments; and drive a vehicle to and from teaching locations.

Required License: A valid driver's license is required.

Comments: This position is located in Rapid City, SD and covers Pennington County. Routine travel to conduct classes at various sites is required, along with some overnight travel for training. Some evening and weekend work may be required. Food and nutrition selection, preparation and safety knowledge and/or experience is preferred; must be able to work with people in struggling circumstances; and organizational networking skills, informal teaching experience and/or skills and ability to work well with adults and youth are desired. SDSU is a tobacco free environment. Employment is contingent upon a successful background check.

Benefits: SDSU offers an excellent comprehensive benefits package including medical, dental, and vision coverage for the employee, spouse, and dependents; life insurance; long-term disability insurance; paid holidays; educational assistance; retirement plans; and a generous vacation accrual and sick day allowance.

Application Procedures: SDSU accepts applications through an on-line employment site, to apply visit <http://YourFuture.sdbor.edu>.

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South Dakota State University is committed to affirmative action, equal opportunity and the diversity of its faculty, staff and students. Women, minorities, veteran status and people with disabilities are encouraged to apply. Arrangements for accommodations required by disabilities can be made by calling 605-688-4128 or sending an e-mail to HR@sdstate.edu. SDSU prohibits discrimination on the basis of race, color, creed, religion, national origin, ancestry, gender, marital status, pregnancy, sexual orientation, age, disability, veteran's status, citizenship or any other protected class in the offering of all educational programs and employment opportunities. Individuals with concerns regarding discrimination should contact: Michelle Johnson, Equal Employment Opportunity Compliance & Title IX Coordinator, Human Resources, Morrill Hall 100, SDSU, Brookings, SD 57007.

