Master of Applied Nutrition (MAN) Practicum Coordinator

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Professional and Managerial Group

Master of Applied Nutrition (MAN) Practicum Coordinator

Department of Family Relations and Applied Nutrition

Temporary full-time from December 1, 2017 to November 30, 2018

Hiring #: 2017-0514

Please read the Application Instructions [1] before applying

The Department of Family Relations and Applied Nutrition offers a one-year, three-semester professional program, the Master of Applied Nutrition (MAN) program. Nationally accredited by the Partnership for Dietetic Education and Practice (PDEP), the MAN program prepares students to develop advanced professional skills and become Registered Dietitians. Students are required to take graduate courses on campus and complete three dietetic internship placements in community agencies or health care facilities in Southern Ontario supervised by Registered Dietitians trained as preceptors. Class size has increased from 8 students to 21 students per year in 2017-18, with a plan to expand to 30 students per year in 2019-20.

Reporting to the Department Chair, Family Relations and Applied Nutrition, the MAN Practicum Coordinator works with the MAN Program Coordinator who provides campus-based training to students. The MAN Practicum Coordinator ensures that placement resourcing and enrolments align with program targets, and manages and coordinates administrative and preceptor support, quality assurance and accreditation. Duties include recruiting students, recruiting and mentoring dietetic preceptors, recruiting and evaluating practicum sites, developing and maintaining internship policies and procedures, matching students with preceptors and sites, developing and managing processes for negotiating affiliation agreements between preceptor organizations and the University, and developing and supporting a Program Advisory Group. The MAN Practicum Coordinator works with a small management committee under a faculty liaison for the program and is a member of the department-wide Experiential Learning Committee, collaborating with faculty and other staff supporting applied learning programs. The MAN Practicum Coordinator also teaches a course in the Applied Human Nutrition undergraduate program or the MAN graduate program, based on background and skills.

To be considered for the role, applicants must have:

- A Master's Degree in Applied Human Nutrition, Business Administration, Education, Public Administration, Public Health, or related field and three (3) years related experience.
- Membership in the College of Dietitians of Ontario and Dietitians of Canada.
- Excellent communication, interpersonal, and problem-solving skills.
- Demonstrated excellence in teaching at the post-secondary level.
- High-level organizational ability; excellent priority setting and time management skills.
- Experience working in multiple relevant settings (e.g., community agencies, health care facilities).
- Experience in managing dietetic internship programs or equivalent.
- Experience in providing peer mentoring/guidance or equivalent.
- Skills in delivery and evaluation of applied learning/experiential learning programs.
- Competence in Microsoft Office Products (Word, Excel, PowerPoint), Windows operating systems, e-mail, and list-serve management.
Skills in report writing.
Training in Foodservice Management would be an asset.
Experience working in marketing and recruitment would be an asset.

Classification P05*
Professional/Managerial Salary Bands [2]

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.

At the University of Guelph, fostering a culture of inclusion [3] is an institutional imperative. The University invites and encourages applications from all qualified individuals, including from groups that are traditionally underrepresented in employment, who may contribute to further diversification of our Institution.

*Tentative evaluation

Posting Date: 2017 10 04
Closing Date: 2017 10 18

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Links
[1] https://www.uoguelph.ca/hr/careers-guelph/how-apply