

Health Care Job Function

HLT Nutritionist Mgt III

Grade: 57

Job Code: W0457M

Job Family: Health and Wellness

Job Family Matrix: [Health and Wellness Matrix](#)

Summary

Plan, coordinate, implement, and evaluate the provision of clinically appropriate medical nutrition therapy, nutrition education, and nutrition related health promotion initiatives to the Harvard community.

Typical Core Duties

- Responsible for effective staff management, including hiring and orientation, training and development, workflow and performance management, and the promotion of an inclusive and innovative work environment
- Plan and design meals for individuals and student population to ensure nutritional standards are met
- Create comprehensive, best practice nutrition counseling and training programs
- Assess nutritional needs; develop and implement nutritional programs to meet goals
- Provide individual and group nutritional counseling education and outreach
- Organize and participate in panels, committees and working groups engaged in health education programs
- Collaborate with staff to provide appropriate nutritional options
- Ensure compliance with University policies and procedures and applicable legal rules and regulations

Basic Qualifications

- Master's degree or equivalent work experience required
- Minimum of 5 years' relevant work experience

Additional Qualifications and Skills

- Supervisory experience
- Knowledge of Microsoft Office Suite, intermediate Excel skills
- Ability to convey nutritional concepts to individuals of varying ages and cultural backgrounds
- Communication skills (both written and verbal)

Certificates and Licenses

Physical Requirements

- Sitting using near vision use for reading and computer use for extended periods of time
- Lifting (approximately 20 to 30 pounds), bending, and other physical exertion

Working Conditions

- Work is performed in an office setting