ANNOUNCEMENT OF INTENT TO FILL A POSITION
AN EQUAL OPPORTUNITY EMPLOYER
Approved for Internal and External Consideration

<table>
<thead>
<tr>
<th>POSITION TITLE:</th>
<th>Summer Dietetic Intern</th>
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<tbody>
<tr>
<td>POSITION CODE:</td>
<td>11917</td>
</tr>
<tr>
<td>SALARY RANGE:</td>
<td>$950.90 – $1597.30 semi-monthly</td>
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<td>$10.97 – $18.43 hourly</td>
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<td>POSITION DURATION:</td>
<td>Approximately three months</td>
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<td>POSITION LOCATION:</td>
<td>Child Nutrition Programs Section</td>
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<tr>
<td></td>
<td>Gordon Persons Building, Montgomery</td>
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<tr>
<td>OPEN DATE:</td>
<td>May 11, 2020</td>
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<tr>
<td>CLOSE DATE:</td>
<td>May 25, 2020</td>
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The Child Nutrition Programs Section of the Alabama State Department of Education (ALSDE), Montgomery, intends to hire up to two summer dietetic intern positions for the School Nutrition and Food Distribution units for the summer of 2020, up to three months in duration.

THE RESPONSIBILITIES INCLUDE BUT NOT LIMITED TO:

- Overview of USDA regulations, policies and guidance to provide written and oral communication to CNP Directors
- Prepare training materials, conduct workshops, and webinars
- Identify, write, and administer newsletters and grants which impact and improve child health awareness
- Research and provide written reports to the School Program Administrator
- Review and update nutrition labels and information for assessing menus in local education agencies
- Accompany a member of audit review team to evaluate school program operation per USDA Administrative Revisions as needed

MINIMUM KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

Minimum Requirements:
- Official enrollment in Undergraduate Dietetic Program degree from an accredited college or university.
- Must be available for full-time position from May to August 2020.

Other Skills Desired:
- Strong motivation skills with ability to multi-task
- Excellent communication skills (verbal, written, and technology skills)
- Organizational and data management skills required
- Ability to use problem-solving skills to generate solutions
- Must be team-oriented and flexible
- Ability to deliver presentations to professional audiences
- Ability to travel overnight
- Attitude of professionalism
- Ability to work collaboratively with all stakeholders including ALSDE colleagues

HOW TO APPLY:

Applicants must complete the Application for Examination Form available at: https://www.personnel.alabama.gov/Downloads/StateApp.pdf. This form will need to be emailed as an attachment to Ms. Jessica Ragan at cnpnslp@alsde.edu. Please include a copy of transcripts and a resume with the application. Call 334-694-4657 for questions concerning the application process. We will notify applicants via email upon receipt of application.