JOB DESCRIPTION
The UNIVERSITY of OKLAHOMA

Dietitian Senior

Job Code: 6381

Salary Grade: C08

FLSA Status: Exempt

Job Family: Health Services

The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.

Job Responsibilities

Plans and directs modified diets for patients and study participants.

- Assesses the general nutrition of patients, obtains diet history, and determines dietary record.
- Provides guidance for nutritional problems such as obesity, diabetes, etc.
- Plans and implements modified diets for patients and study participants.
- Responds to various problems and needs concerning equipment and food supplies.
- Prepares various reports and records as directed. Creates and maintains statistics monitoring patient health status and delivery outcomes and discusses with management.
- Plans and implements in-service education for clinic and inpatient nursing staff and other staff including but not limited to insulin instruction, finger stick blood sugar testing, and self-management of blood glucose. Develops educational materials based on evidence-based data.
- Monitors day-to-day dietary intake and related operational data.
- Accumulates dietary records for patients or participants.
- Collaborates with Residents, Fellows, Nurse Practitioners, and other providers regarding patient health management issues.
- May supervise and evaluate the work of other Dieticians, RNs, Medical Assistants, and LPNs when work performed requires no direct supervision.
- Performs various duties as needed to successfully fulfill the function of the position.

Minimum Requirements

Education:

Required: Bachelor's Degree in Food and Nutrition, Dietetics, or closely related field.

Experience:

Required: 36 months experience as a Registered Dietician

Required Certifications or Licenses:

Registered Dietitian

Verification of education and licensure (if applicable) will be required if selected for hire.

Knowledge, Skills, and Abilities

- Working knowledge of Microsoft Office Suite to include Word, Excel, and Outlook.
- Ability to make decisions and solve complex problems using logic and reasoning.
- Ability to give full attention to others taking time to understand points being made.
- Ability to teach and instruct individuals and/or groups.
- Ability to develop and maintain working relationships with others.
- Excellent verbal and written communication skills.

Working Conditions

Physical: Sitting for long periods of time. Standing, walking, speaking, and reaching. Manual dexterity.

Environmental: Office Environment.

Printed Date: 11/25/2026