

**UNIVERSITY OF ALABAMA SCHOOL OF NURSING
UNIVERSITY OF ALABAMA AT BIRMINGHAM**

**POSITION DESCRIPTION
PROGRAM DIRECTOR I - TO THE CHAIR
(Nursing Family, Community & Health Systems)**

**Taleo#52511
UAB Employment Site Number**

SUMMARY:

Coordinates and manages all aspects of project management, design, coordination and implementation, compliance, and office support for the Department Chair in the School of Nursing (SON). Oversees conduct of project operations for the Chair Office including support staff. This role requires the individual possess strong critical thinking, independent judgment and initiative for assignments that are often complex and sensitive in nature. This role communicates across the SON and UAB campus using clear and effective communication and interpersonal skills. This individual may perform special assignments such as researching information, compiling reports, coordinating, tracking and editing of special or regular projects and reports such as the faculty evaluation process, and ensuring compliance with disclosure, leave and other concerns for the Chair. This individual must have a clear understanding of the organization; how data is collected, managed, analyzed and utilized; and SON and UAB policies and procedures. Technical and time management skills are necessary to manage the multiple projects that occur on an ongoing basis. This individual is directly responsible to the Chair.

RESPONSIBILITIES:

The incumbent in this position is expected to perform the following.

1. Facilitates and tracks progress and outcomes for various departmental, program, project, and committee work as directed by the Chair such as annual reporting, scorecard, biennial review/promotion and tenure processes, etc. Participates in and responsible for the identification and development of objectives to ensure the necessary outcomes are met. Manage multiple projects in an efficient and effective manner. Utilizes critical thinking skills to provide solutions and answers for situations as they arise.
2. Assist Department Chair with such communications as manuscript production, letters of support, PowerPoint presentations, other departmental correspondence. May handle sensitive or specialized correspondence with students, administration, faculty, staff, and other constituents as needed.

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3. Manage process review for department regarding but not limited to travel, grant review, complex faculty assignments, expenditure/budget management, disclosure, leave tracking and compliance needs and concerns.
4. Proactively prioritizes and initiates department office projects and assignments in an efficient and effective manner to achieve desired outcomes. Manages work in a timely and efficient manner to provide immediate turn-around time on assignments when necessary.
5. Works directly with other Chair support staff in planning, providing logistical and administrative support for projects and events as appropriate. Act as a resource to faculty, staff, students, and administrators to determine the general, financial, and administrative services required to plan and execute the mission of the department and SON.
6. Ensure compliance of departmental, SON, and UAB policies and procedures.
7. Participate in various meetings such as budget meetings, to provide financial status reports, and respond to requests for information and data efficiently. Represent the Chair to external and internal contacts as appropriate. May staff high-level academic and administrative committees, including faculty organization and executive committee.

MINIMUM REQUIREMENTS:

This position requires an individual possess outstanding written and verbal communication, interpersonal, critical thinking, organizational, assessment, and management skills to meet the expected outcomes of the role. This individual should adapt well to change and work independently as well as within a team while managing multiple projects simultaneously with close attention to detail. A Bachelor's degree is required but it is strongly preferred that this individual possess a Master's degree or higher in Business/Statistics, English, Education, Communications, or other related field. A minimum of three years' progressively responsible administrative, project/office management experience at a high level is required. The individual in this role must have extensive knowledge and proficiency of Microsoft Office programs and working with large data sets for annual report. Strong Excel skills are a preference. The adherence to the UAB Enterprise Code of Conduct is required.

Updated 11/07/13; 11/20/13; 4/2/18

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