

SCHOOL OF NURSING
UNIVERSITY OF ALABAMA AT BIRMINGHAM

Position Description

HUMAN RESOURCES PARTNER GENERALIST – ADJUNCT & VOLUNTEER FACULTY HR SUPPORT - DEAN'S OFFICE

UAB Recruitment Services Site Number #T232674

SUMMARY:

The HRP Generalist – Adjunct & Volunteer Faculty Support serves as the primary HR contact for adjunct, irregular, and volunteer faculty appointments and actions within the School of Nursing. Operating as part of the Faculty Affairs HR service team, this position provides comprehensive support for projects, reporting, and data management across all personnel processes. The role ensures full compliance with licensure, certification, health, and training requirements for individuals in clinical roles and administers human resource policies related to adjunct faculty recruitment, hiring, employment, employee relations, compensation, training, and orientation sessions. The position may also assist in the administration of regular faculty HR matters as needed.

This individual serves as a front-line advisor to department administrators on HR issues related to adjunct faculty and coordinates closely with the SON Academic Affairs Office, Department Chair Support Staff Offices, the Faculty Affairs Office, the Office of the Provost, and the Office of Human Resources to ensure alignment with university policies, accreditation requirements, and School of Nursing operational standards. The position reports directly to the HRP Generalist Senior – Faculty Affairs and functions within the Faculty Affairs service bucket of the School of Nursing Human Resources Office, with an indirect reporting relationship to the HRP Manager to ensure consistency with school-wide HR operations, compliance expectations, and workflow standards.

RESPONSIBILITIES:

- **Faculty HR Operations & Support**
 - Serve as the primary HR contact for adjunct, irregular, and volunteer faculty appointments and actions within the School of Nursing.
 - Execute faculty appointment, renewal, and contract workflows in coordination with the HRP Generalist Senior – Faculty Affairs and academic department support teams.
 - Communicate University and School of Nursing HR policies, procedures, and timelines to faculty, administrators, and departmental staff.
 - Advise departmental administrators on appropriate HR actions and ensure consistent application of policies across units.
 - Identify potential HR issues and consult with the Faculty Affairs Office, Office of Human Resources, or Office of the Provost to mitigate institutional risk.
- **Recruitment, Hiring & Onboarding**
 - Facilitate adjunct and volunteer faculty recruitment processes, including position development, applicant tracking, documentation preparation, and onboarding coordination.
 - Support faculty search processes, including specialty searches managed by the Dean, and assist with candidate visit logistics and communications.

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- Process ACT documents (hire, reappointments, nonrecurring elements, salary adjustments, and status changes) and ensure timely routing and approval.
- Prepare and track position request forms, reclassification requests, internal postings, salary analyses, faculty data forms, and related documentation.
- **Compliance, Documentation & Data Management**
 - Maintain accurate and compliant HR files, databases, and tracking systems for adjunct and volunteer faculty appointments.
 - Ensure all faculty meet licensure, certification, health, and training requirements, including monitoring Employee Health clearance for clinical roles.
 - Create, maintain, and update Access and Excel databases to support recruitment, appointment, and renewal processes.
 - Support compliance with accreditation standards, University policies, and School of Nursing operational guidelines.
- **Reporting, Projects & Administrative Support**
 - Provide data analysis, reporting, and project support to the HRP Manager and other SON administrators.
 - Assist with implementing HR strategic initiatives and process improvements within the Faculty Affairs service bucket.
 - Represent the School of Nursing in internal and campus-wide meetings as assigned.
 - Prepare correspondence, reports, charts, and other materials in a professional and confidential manner.
 - Support recurring events and special projects related to faculty HR operations.
- **Collaboration & Supervision**
 - Work closely with the HRP Generalist Senior – Faculty Affairs to ensure alignment of adjunct and volunteer faculty workflows with broader Faculty Affairs processes.
 - Collaborate with the HRP Manager on school-wide HR standards, compliance expectations, and workflow consistency.
 - Provide guidance to departmental support staff on faculty HR procedures.
 - May supervise work-study students assigned to HR projects.
- **Professional Conduct**
 - Maintain current knowledge of School of Nursing and University HR policies, procedures, and regulations.
 - Uphold the UAB Enterprise Code of Conduct and ensure ethical, confidential, and professional handling of all HR matters.
 - Perform other duties as assigned to support the mission of the School of Nursing.

MINIMUM REQUIREMENTS:

Bachelor's degree and three years of HR office experience required, preference of prior faculty affairs related work experience. The work of this position will require database management skills, human resource administrative experience, and demonstrated knowledge of UAB specific policies and procedures. The position requires the individual to have a very strong working knowledge of Microsoft Excel, PowerPoint, People Admin and Oracle systems. To be successful in this position an individual should possess strong organizational, communication, work ethic and interpersonal skill. All work performed must be in accordance with SON and UAB policies and procedures and UAB Enterprise Code of Conduct.

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