University of Alabama at Birmingham
School of Nursing

Program Manager I – Pre-Licensure Programs (Accelerate Master’s in Nursing Pathways, BSN 2nd Degree, and BSN Program)
Office of Student Success
(UAB Employment Position Number) T68727

SUMMARY:

With minimal guidance, this position works with the Director of Student Success and the Assistant Dean for Student Success in managing the coordination of recruitment, application, and advisement for innovative pre-licensure programs in the School of Nursing to include but not limited to the Accelerate Master’s in Nursing Pathways, Bachelors of Science in Nursing 2nd Degree, and Bachelors of Science in Nursing Programs. This individual manages advisement, admissions, progression and graduation of the program. The Program Manager I provides input in the development of program plans and objectives with responsibility for achieving recruitment and advisement objectives within defined parameters. This role resides in the office of Student Success, under the direction of the Senior Associate Dean for Academic Affairs. As a staff member in the School of Nursing, this individual will have a secondary report to the Director of Operations. All work should be performed in accordance with University and School of Nursing policies and procedures.

RESPONSIBILITIES:

1. Facilitate and manage the application, admission, articulation, advisement, retention, and graduation processes of the Accelerate Master’s in Nursing Pathways, BSN 2nd Degree, and BSN Programs and other students as directed, to include but not limited to the review of transcripts of prospective students, application of policies for admissions, and arranging faculty-student interviews as appropriate.
2. In coordination with the Accelerate Master’s in Nursing Pathways, BSN 2nd Degree, and BSN Faculty Program Coordinator facilitate requests from pre-applicants for course substitutions/equivalencies, present program information at scheduled events, and update students about continuing educational options.
3. Collaborate with University level admissions, recruitment, and enrollment offices.
4. Able to present program information to prospective applicants, advisors, faculty, and community members and influencers interacting with potential applicants.
5. Attend prospective applicant college fairs, career fairs, pre-health classes, conferences, and events as directed.
6. Inform and educate program faculty related to University and SON student policies and procedures.
7. Work with and facilitate program Admission/Selection and Review committees.
8. Support recruitment opportunities through recruitment mechanisms in conjunction with departments both internal and external to the SON in collaboration with the
Director of Student Engagement, Recruitment and Scholarship, and the Student Success Student Recruiter.

9. Collaborate with the Director of Student Success, Assistant Dean for Student Success, and the Senior Associate Dean for Academic Affairs to develop, implement and coordinate new and innovative programs.

10. Represent the SON at recruitment and student events both internal and external to the School and University.

11. Maintain up-to-date communication with feeder schools and provide for articulation between UAB and the individual schools. Serves as a liaison with all colleges and universities in the state, and other states as appropriate, regarding Accelerate Master’s in Nursing Pathways, BSN 2nd Degree, and BSN programs opportunities for students in feeder schools.

12. Collaborate with the Assistant Dean for Student Success, Office of Development, and the Senior Associate Dean for Academic Success regarding publications and advertisements related to the Accelerate Master’s in Nursing Pathways, BSN 2nd Degree, and BSN programs in the SON.

13. Facilitate the input and coordination of information and maintenance of the database on student data inquiries, request for application, application, admissions, enrollment, and follow-up correspondence.

14. Counsel and assist applicants seeking admission into Accelerate Master’s in Nursing Pathways, BSN 2nd Degree, and BSN programs to include advisement for non-accepted applicants for retention within the University.

15. Act in a caring and courteous manner toward all users in the following ways: use positive interpersonal skills to alleviate concerns and frustrations of students, other staff, and faculty; to provide assistance in a timely manner, reference appropriate procedures in calm and courteous manner; acts always in a professional and confidential manner with respect to all information and records.

16. In coordination with the SON Data Analyst/Registrar, provides data and information in regards to Accelerate Master’s in Nursing Pathways, BSN 2nd Degree, and BSN programs for recurring and non-recurring reports as needed.

17. Perform other duties as assigned by the Assistant and Associate Deans in order to carry out the mission of the SON.

QUALIFICATIONS:
Position requires a master’s degree, or bachelor’s degree with 5 years of progressively responsible experience in activities related to student services, student academic records, client relation management software, student management software (Banner) and admission processing. This position requires extensive knowledge of computer software (database), web-based application software, and hardware to manage SON and University student information systems and databases. Computer skills in Word, Excel, Access, PowerPoint, and UAB student information systems preferred and strong interpersonal and organizational skills required. This position requires travel. This individual must adhere to all FERPA standards.

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