UAB School of Nursing
Position Description

Marie O’Koren Endowed Chair
Program Director I
UAB Employment Site: #T45806

SUMMARY:
This individual is responsible for administratively managing the workload of the School of Nursing, Marie O’Koren Endowed Chair office by effective problem-solving, innovative thinking, effective planning and project management, leadership, & positive communication, in a diplomatic and confidential manner. With minimal supervision and in a confidential and professional manner, performs advanced administrative duties in support of academic programs, scholarship, and grant-related activities associated with the Endowed Chair. Independently, maintains/establishes filing systems for the Marie O’Koren Endowed Chair office, prepares correspondence, creates, establishes and/or maintains records, charts, graphs, spreadsheets, and databases. This individual oversees and/or coordinates Endowed Chair’s independent small research projects and other research project activities where salary is not permissible. Submits Institutional Review Board applications and renewals, maintaining approvals and addressing other concerns. Performs special assignments such as researching information, compiling reports, coordinating submissions, tracking and editing special or regular projects and reports, & ensuring compliance with disclosures, approvals, policies and procedures. This person on-boards Endowed Chair projects personnel, students, and visiting scholars. Coordinates activities and tracks correspondence for student projects including applications, schedules and recommendations. The direct report for this individual is the Marie O’Koren Endowed Chair and, as a staff member has a direct report to the Director of Operations. This individual will interface with School of Nursing students, faculty, staff, and administrators in addition to investigators and office personnel across the UAB campus, United States, and internationally.

RESPONSIBILITIES:
1. Provide academic, scholarship and grant-related advanced administrative support for the Endowed Chair. Assist Endowed Chair with such communications as manuscript production, letters of support, PowerPoint presentations, and other departmental correspondence. May handle sensitive or specialized correspondence with students, administration, faculty, staff, university guests and other constituents as needed.
2. Composes, types, proofreads, and edits copies of general correspondence, memos, forms, recurring reports, and bulletins. Types and monitors correspondence by electronic mail. May prepare and/or transcribe meeting agendas and minutes. Provides administrative support to Committees and Task Forces as needed to include but not limited to setting up meetings, notifications, taking and distribution of minutes.
3. Proactively prioritizes and initiates Endowed Chair office projects and assignments in an efficient and effective manner to achieve desired outcomes. Manages work in a timely and efficient manner as to provide immediate turn-around time when necessary.

UAB is an Equal Opportunity/Affirmative Action Employer committed to fostering a diverse, equitable and family-friendly environment in which all faculty and staff can excel and achieve work/life balance irrespective of race, national origin, age, genetic or family medical history, gender, faith, gender identity and expression as well as sexual orientation. UAB also encourages applications from individuals with disabilities and veterans.
4. Maintains a centralized calendar of all grant-related activities, submissions and deadlines. Track timelines for stages of projects, developing checklists for particular grants to ensure consistency of implementation and to afford the opportunity to review and upgrade for future events.

5. Assist with grant preparation by acquiring biosketches, letters of support, contacts, and other grant proposal related matters. Facilitate the submission of required SON forms.

6. Prepare and submit abstracts, manuscripts and presentations for publication/presentation.

7. Maintain the Endowed Chair’s Curriculum Vitae, NIH biosketch and update Canvas website and SharePoint (faculty productivity database) sites to ensure accurate, up-to-date information and materials.

8. Manage Endowed Chair research projects/protocols that lack current funding or those that do not permit salary support.

9. Process, track, and reconcile expenses against monthly budget statements on select accounts - all expenditures, travel, reimbursements, receipts etc. Provide reports upon request. Prepare and manage expense reimbursements, purchases, travel and calendar for the Endowed Chair. Manage office and research related equipment and supplies. Process all requisitions for these programs through Oracle and maintain/order supplies.

10. Manage student and visiting scholar related correspondence; track and schedule their research-related activities.

11. Coordinate hiring procedures, on board, orient and train new team members including staff, research study personnel, students and interns, and young investigators or faculty. Oversee departures of personnel and transition/training plans. Track team members’ schedules for the Endowed Chair.

12. Maintain current knowledge of SON/departmental/program policies, procedures and regulations, and provides information and assistance as needed to facilitate the daily operations of the office.

13. Ethical conduct is a fundamental expectation for every UAB community member. All employees must abide by the standards of behavior outlined in the UAB Enterprise Code of Conduct. Upon hire new employees are required to attest to the Code by completing the online training that is assigned to them. Behaviors inconsistent with the Code may result in appropriate consequences.

14. Perform other related duties as directed to support the missions of the School of Nursing.

QUALIFICATIONS:
This position requires a Bachelor’s degree and a minimum of 2 years of responsible project/program management, Master’s degree preferred. The work of this position requires excellent writing, editing, and verbal communication skills in addition to database management skills, some financial/budget experience, demonstrated knowledge of UAB specific policies and procedures. The position requires a working knowledge of APA formatting, Oracle, Microsoft Word, Excel, Adobe, End Note, PowerPoint, FileMaker, Atlas.ti, Redcap, and Qualtrics or a similar survey program. Experience with Excel PowerMap (3D Maps), GoToMeeting, Canvas, and SPSS are not required but are preferred. To be successful in this position an individual should possess strong work ethic, organizational, computer, communication and interpersonal skills. All work performed must be in accordance with SON and UAB policies and procedures and UAB Enterprise Code of Conduct. Updated: 03/30/17