UAB School of Nursing
Position Description
OFFICE ASSOCIATE II – DEAN’S OFFICE
UAB Employment Site #58699

SUMMARY:

With minimal supervision, performs administrative and advanced secretarial duties often of a confidential and complex nature. This position supports the Dean, the Executive Assistant, and has a secondary report to the Director of Operations in the School of Nursing. The direct report for this individual is to the Executive Assistant with input for evaluation purposes from the other individuals in the positions this individual supports. This individual will interface with School of Nursing students, faculty, staff, and administrators and office personnel across the UAB campus. Independently, in a confidential and professional manner does the following: answers the Dean’s Office phone lines; greets and directs incoming guests to the Dean’s Office; prepares, processes and tracks correspondence; requisitions and travel reimbursements (may manage expenditures against monthly account statements); creates, establishes and/or maintains records, charts, graphs, spreadsheets, databases, and reports. This individual is responsible for updating academic and student calendars, maintaining/establishing filing systems; and performing other duties of a routine or non-routine nature as required by the needs of the Dean’s Office. Initiative, discretion and judgment should be used when planning and organizing work.

RESPONSIBILITIES:

1. Provides support for the Dean, Executive Assistant to the Dean, Director of Administrative and Strategic Projects, and other Dean’s office personnel as directed. This individual is responsible to answer the main Dean’s Office phone lines, greet and direct visitors to the Dean’s office for appointments and assist with and upon occasion manage food and beverage during meetings and events.

2. Provides support for committees based on the Dean’s Office needs, which may include room reservations, membership renewals, ordering meals and supplies for annual State of the School, taking and preparing agendas and minutes and developing and maintaining appropriate filing systems.

3. Provides support for projects as needed and requested. Provides administrative support in Dean’s Office.

4. Provides support for Dean’s travel, including international travel.

5. Works with the Executive Assistant and is responsible to schedule, process, manage payments, and tracking for Dean’s travel and day-to-day expenses. May balance against monthly account statements for fiscal management of budget.

6. Processes all requisitions for the Dean and Dean’s Office. Tracks and able to report on all expenditures processed.

7. Responsible for receiving and locating campus information in order to update and advise faculty and staff through the Academic and Student Calendars as well as electronic communications.

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.
7. Responsible for accurate input, maintenance, and management of appropriate databases and filing systems.

8. Composes, types, updates, proofreads, and edits general correspondence, memos, grant materials, presentation materials, forms, and reports. Types and monitors correspondence by electronic mail. May take minutes or record/transcribe as requested.

9. Maintains Dean’s Office supplies.

10. Responsible for copiers in the Dean’s Office suite.

10. May manage calendars and appointment schedules for various functions and/or individuals.

11. May fax, mail, copy, email, scan and input materials for Dean’s Office. Responsible for daily mail pick-up for the Dean’s Office, review and sorting.

12. May supervise work-study students.

13. Maintains current knowledge of departmental policies, procedures and regulations, and provides information and assistance as needed to facilitate the daily operations of the Dean’s Office.

14. Acts in a caring and courteous manner toward all users/visitors in the following ways: uses positive interpersonal skills to alleviate concerns and frustrations of students, other staff, faculty and guests; provides assistance in a timely manner, references appropriate procedures in a calm and courteous manner; acts professionally and confidentially with respect to all.

15. Responsible for both SON suburban’s.

16. Responsible for managing SON park cards.

15. Performs other related duties as directed to support the missions of the School of Nursing.

QUALIFICATIONS:

This position requires a high school diploma and a minimum of five years of progressively responsible administrative support. A baccalaureate degree is strongly preferred. The work of this position may require database management skills, some financial/budget experience, demonstrated knowledge of UAB specific policies and procedures. The position requires someone have a very strong working knowledge of APA formatting, Microsoft Word, Excel/Access, Front Page, PowerPoint, P-card and Oracle systems. To be successful in this position an individual should possess strong organizational, communication, work ethic and interpersonal skill. Must maintain confidentiality and adhere to all HIPAA and FERPA guidelines and policies.

6/2011