UAB School of Nursing
Position Description

Program Manager II – Undergraduate & Pre-Licensure Education
ACADEMIC AFFAIRS
(UAB Employment Site Number) – T59244

DESCRIPTION OF ROLE:

The Program Manager II for the Associate Dean for Undergraduate and Pre-Licensure Education provides significant administrative support with minimal supervision for Undergraduate and Pre-Licensure Education in the School of Nursing. In general, this role is responsible for project management; evaluation process support; coordination and/or facilitation of orientations, meetings, webinars, course support; recruitment management; identification, preparation, and facilitation of funding opportunities; data collection, management, and reporting; as well as provides administrative support for the Associate Dean and others as directed. This role also has a secondary report to the Sr. Associate Dean for Academic Affairs and works collaboratively with the Assistant Deans for Undergraduate and Pre-Licensure Education & Alternate Pathways and other faculty and staff across the School of Nursing and UAB. As a staff member in the School of Nursing, also has a reporting responsibility to the Director of Human Resources and Faculty Affairs.

RESPONSIBLE TO:

Direct report to:
Associate Dean for Undergraduate and Pre-Licensure Education
Senior Associate Dean for Academic Affairs

QUALIFICATIONS:

- A minimum of a Bachelor’s degree and 5 years of related experience is required; a Master’s degree is preferred with a minimum of 3 years related experience
- Previous administrative and project management experience, background in business or healthcare
- Experience in developing and managing databases and compliance
- Working knowledge of Excel and other database programs such as Access
- Detail orientation, effective problem solving skills
- Demonstrated expertise in communications, customer service, and relationship building

FUNCTIONS:

Student/Programs Support:
- Schedules, coordinates, and facilitates all designated orientations, file reviews, and intensives across programs each year. Assesses and tracks data in order to provide reports associated with each process as requested. Ensures the evaluation process is completed and data is collected, analyzed and reported as requested.

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.
• Ensures all student materials are accurate, updated and complete for all orientations and intensives.
• Develops and updates content as needed regarding events, deadlines, and other information needs. Communicates effectively with students as appropriate.
• Schedules, sets up, and attends all program webinars as requested. Tracks attendance and monitors to ensure all functions are working properly. Some webinars may be in the evening.
• In collaboration with the Associate Dean, develops and maintains a database tracking system for student recruitment initiatives across programs. Coordinates with appropriate personnel to track new UAB hospital hires who are potential students. Coordinates with the Student Success Office to ensure continuity for student inquiries and the application process when appropriate.
• Manage and facilitate all administrative processes with ATI. Coordinates with appropriate faculty to ensure needs are met.
• Each semester collect and store electronic versions of all course overviews and topical outlines for courses taught in the BSN, AMNP, and RN-Mobility programs/pathways and others as assigned. Ensure that these course materials are managed in accordance with accreditation requirements and are kept centrally located as directed.

Project/Administrative Support:
• Provide support in the preparation and submission of grants for educational funding. Work with the Associate Dean and appropriate faculty throughout funding processes.
• Facilitate and track progress and outcomes for undergraduate and pre-licensure programs and new initiatives as directed.
• Manage multiple projects in an efficient and effective manner to provide immediate/appropriate turn-around time on work. Utilizes critical thinking skills to provide solutions and answers for situations as they arise.
• Support reporting needs as requested to include data collection, management, and analysis.
• Participate in various meetings and responds to requests for information and reports and data efficiently.
• Represents the Associate Dean to external and internal contacts as appropriate.
• Staff high-level academic and administrative committees as requested.
• Provide meeting support for the undergraduate-pre-licensure (UGP) faculty, UGP leadership team, UGP associate/assistant deans and pathway directors to include scheduling, creating agendas as requested, taking and preparing minutes, tracking action items and outcomes, may also provide support for task forces.
• Tracks outcomes and work as needed in order to facilitate accreditation reporting needs.
• Manage process review for undergraduate and pre-licensure programs regarding but not limited to travel, grant review, or expenditure/budget management. Processes purchases, payments, and travel reimbursements for Associate Dean as requested.
• Provide administrative support for the evaluation process for Instructor rank faculty being evaluated by the Associate Dean to include but not limited to communicating timeline and instructions, scheduling, preparation for feedback and tracking through preparation for the merit review process. Must be able to review and analyze data to provide support for the evaluation process.
• Manage travel arrangements and travel reimbursement for Associate Dean and others as requested.
• Schedule calendar and secures all meeting preparation for Associate Dean as requested.
• Assist Associate Dean with communications, manuscripts, letters of support, PowerPoint presentations, and other academic correspondence. May handle sensitive or specialized correspondence with students, administration, faculty, staff, and other constituents as needed.

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• 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.
• Work collaboratively with other support staff to effectively accomplish the work of the Associate Dean’s office.
• Demonstrate the Core Values of UAB and the School of Nursing to include excellence, caring, innovation, collaboration, diversity, integrity, and communication.
• 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.
• Performs other related duties as directed to support the missions of the School of Nursing.

12/21/18

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