UAB School of Nursing
Position Description

Program Manager II – Graduate Clinical Education
ACADEMIC AFFAIRS
(UAB Employment Site Number) – T59218

DESCRIPTION OF ROLE:

The Program Manager II for the Associate Dean for Graduate Clinical Education provides significant administrative support with minimal supervision for Graduate Clinical Programs in the School of Nursing. In general, this role is responsible for compliance monitoring and reporting; project management; evaluation process support; coordination and/or facilitation of orientations, meetings, webinars, course support; applicant licensure screening; identification, preparation, and facilitation of funding opportunities; data collection, management and reporting as well as provide administrative support for the Associate Dean. This role also has a secondary report to the Sr. Associate Dean for Academic Affairs and works collaboratively with the Assistant Deans for Graduate Clinical Education 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:
Association Dean for Graduate Clinical 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
- Detail orientation, effective problem solving skills
- Demonstrated expertise in communications, customer service, and relationship building

FUNCTIONS:

Compliance:
- Maintains all state and board of nursing approvals in support of clinical placements of students residing in states other than Alabama distance sites. Continually reviews changes in all states and boards of nursing rules and requirements in order to ensure compliance and maintenance of approval status. Screens all MSN and DNP applicant nursing licenses and contact boards of nursing as appropriate for consent orders.
- Tracks state licensure for designated faculty to facilitate renewals in a timely manner
- Works with the Communications and Marketing Office to ensure content on the web is updated as appropriate
Project/Administrative Support:

- Supports the preparation and submission of grants for educational funding and provides oversight for management of such grants. Works with the Associate Dean and appropriate faculty throughout funding processes.
- Facilitates and tracks progress and outcomes for graduate clinical programs, project, and committee work as directed. Tracks action items for completion. Provides support in the development of required reports to include data collection, management, analysis, and report development.
- Manages 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.
- Participates 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.
- Provides support to high-level academic and administrative committees as requested to include recording of minutes and tracking outcomes.
- Supports the programmatic evaluation process through collection, management, and analysis of data and report preparation.
- Manages graduate clinical programs operations to include travel, grant review, or expenditure/budget management. Processes purchases, payments, and travel reimbursements for Associate Dean as requested.
- Provides administrative support to the Associate Dean in the annual evaluation of faculty at the rank of Instructor to include communication of instructions and deadlines for completion of the evaluation process, scheduling of evaluation meetings, and preparation of all evaluation materials for review by the Associate Dean.
- Manages travel and travel reimbursement for Associate Dean and others as requested.
- Manages Associate Dean calendar and schedules meetings as requested.
- Manages Graduate Clinical Programs’ calendar in conjunction with the SON Event calendar.
- Assists Associate Dean with communications, manuscripts, and 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.
- Works collaboratively with the Program Manager I for the Associate Dean for Graduate Clinical Programs and with other Academic Affairs and School of Nursing faculty and staff to support the academic mission.
- Maintains 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.
- Demonstrates ethical conduct and, adhere to the core values of UAB and the SON, and 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 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.

12/3/2018