UAB School of Nursing
Position Description

Program Manager I – Undergraduate and Pre-licensure Education
ACADEMIC AFFAIRS
(UAB Employment Site Number) – T59506

DESCRIPTION OF ROLE:

The Program Manager I for Undergraduate and Pre-licensure Education is aligned with the Assistant Deans for Undergraduate and Pre-licensure Education and provides significant administrative support with minimal supervision for Undergraduate and Pre-licensure Education in the School of Nursing. This role supports the two Undergraduate and Pre-licensure Assistant Deans, the BSN Program Director, the RN to BSN and the Pathway Directors, and the Honors Program Co-Directors in their administrative roles to provide leadership for Undergraduate and Pre-licensure programs and pathways in the School of Nursing. This role provides administrative support: coordinates and/or facilitates orientations, meetings, webinars, course support; and prepares and manages course data and materials. This role works collaboratively with the Program Manager II for the Associate Dean for Undergraduate and Pre-licensure Education and with other Academic Affairs and School of Nursing faculty and staff to support the academic mission. This role also has a secondary report to the Associate Dean for Undergraduate and Pre-licensure Education and 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:
Assistant Dean for Undergraduate and Pre-licensure – BSN
Assistant Dean for Undergraduate and Pre-licensure – Alternative Pathways
Associate Dean for Undergraduate and Pre-licensure Education

QUALIFICATIONS:

• A minimum of a Bachelor’s degree and 2 years of related experience is required; a Master’s degree is preferred with a minimum of 2 years related experience
• Previous administrative and project management experience, background in business or healthcare
• Experience in developing and managing spreadsheets and providing significant program support
• Working competency of End Note
• 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 are collected, analyzed and reported as requested. Ensures all program materials are updated at all times.

- Develops content as needed regarding events, deadlines, and other information needs in those courses. Communicates effectively with students, faculty, and staff as appropriate.
- May attend program webinars in designated courses and track attendance.
- Reviews and ensures completeness of all course waiver and transfer requests. Prepares forms for the appropriate Assistant Dean review.
- Coordinates and manages student peer tutor processes in coordination with the SON Human Resources Office to include communication, application processes, scheduling, time review, and approval processes for Kronos.
- Facilitates the ATI Review process under the direction of the ATI Coordinators to include but not limited to tracking student progress, ordering and inventorying materials, communications and meeting support, and reporting associated with this process.
- Maintains important events and program event needs on the SON Event Calendar. Participates in monthly meetings to provide timely communication of activities and needs for all Undergraduate and Pre-licensure program needs.
- Develops and maintains a tracking system for potential student inquiries across programs when directed. Coordinates with the Student Success Office to ensure continuity for student inquiries throughout the application and admittance process.
- Manages and facilitates the book order process for undergraduate and pre-licensure faculty.

Administrative/Support

- Facilitates and tracks progress and outcomes for programs, pathways, projects, and committee work as directed.
- 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.
- Inputs and tracks data for reporting. Facilitates reporting when requested.
- Provides support for the planning, implementation, and evaluation of curriculum and policies.
- Assists with tracking compliance with accreditation standards in curriculum as directed.
- Ensures any program information changes are communicated appropriately so that the website and other materials can be updated. Works with the Student Success office or others to facilitate current materials.
- Prepares recruitment packets or program materials for faculty attending conferences when requested.
- Provides support to various meetings and responds to requests for information and report data efficiently. Provides staff support for program academic and administrative committees to include taking and preparing minutes, tracking outcomes, and reporting as appropriate for accreditation and evaluation.
- Represents the Assistant Deans to external and internal contacts as appropriate.
- Manages and facilitates travel and travel reimbursements, grant review, expenditures and purchasing for specific programs or individuals as directed. Monitors budget and processes purchases, payments, and travel reimbursements for Assistant Deans as requested.
- Provides administrative support for the Assistant Deans and Program Manager II regarding the hiring, onboarding and evaluation process for Adjunct Instructors.
- Provides administrative support for Assistant Deans and Directors in their administrative roles-draft and prepare correspondence, reports, ongoing communications as requested.
- Schedules calendar and meetings as requested – manages Assistant Deans’ calendars.
• Manages program calendars and coordinates with Program Manager II in Associate Dean’s office to ensure Undergraduate and Pre-licensure calendar is current. Responsible for maintaining program events on the SON Event calendar
• Assists Assistant Deans and Directors with communications, manuscripts, letters of support, PowerPoint presentations, database or spreadsheet support, and other academic correspondence. May handle sensitive or specialized correspondence with students, administration, faculty, staff, and other constituents as needed
• 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
• 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.

12/3/2018; 12/21/18