SUMMARY:

This position reports to the Principal Investigator (PI) on the funded Nurse Education, Practice, Quality and Retention (NEPQR) grant entitled Building a Resilient Primary Care Registered Nurse Workforce for Chronic Disease Prevention and Control in Alabama. Under general supervision, this individual will be responsible for all day-to-day operations of the NEPQR program and operate with a high degree of independence to support program goals and objectives. The Program Manager will be responsible for providing administrative support, developing project procedures and processes, coordinating daily activities, handling requisitions, assisting in the financial management of the program, and contributing to data management functions for evaluation and reporting purposes. The Program Manager communicates with clinical sites and works collaboratively with faculty, clinicians, and other members of the team. This individual must be willing to support the mission of the SON and adhere to all University policies and procedures.

RESPONSIBILITIES:

1. Oversees day-to-day operations and coordination of the program.
2. Coordinates administrative and logistic support for program personnel and faculty including travel to community-based sites for establishment and implementation of clinical hubs.
3. Maintains communication with established hub sites, students, clinicians, and key stakeholders.
4. Collaborates with PI, program faculty, evaluation team, clinic sites and others in the collection of data as well as in the preparation of reports, publications, and presentations.
5. Manages and maintains student, clinician, and other grant-related records.
6. Maintains expenses and budget to ensure the goals and objectives of the program are met.
7. Processes requisitions using established guidelines and systems.
8. Assists PI and program faculty with the planning, implementation, and evaluation of an annual statewide professional educational summit.
9. Maintains central calendar for program-related timelines, required report submissions, and needed program-related meetings including scheduling of such activities.
10. Performs data collection, cleaning and coding, and manages program-related databases.
11. Assists in hiring, training, and supervising personnel.
12. Participates in education/training opportunities that facilitate this role.
13. Facilitates compliance relative to University, School of Nursing, and sponsor policies and procedures.
14. Performs other duties as directed to support the missions of the School of Nursing.
QUALIFICATIONS:

This position requires a Master’s degree preferably in a health-related field (Public Health, Health Services/Administration a plus), and two years of experience in grant, contract, and/or program coordination. Work experience will not substitute for the educational requirement. The individual in this position must be self-directed, highly organized, detail oriented, and accountable. Well-developed interpersonal skills are desired as this position requires communications with internal and external constituencies. The individual in this position should have excellent reading and writing abilities and be proficient with Microsoft office software (Word, Excel, PowerPoint, Access, and Outlook). The successful candidate should be flexible and adaptable and able to work well independently as well as within an interprofessional collaborative team. Individual must adhere to all School of Nursing and UAB policies and procedures including but not limited to all FERPA and HIPAA regulations. All work must be performed in accordance with the UAB Enterprise Code of Conduct.

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.