SUMMARY:

This individual is responsible for administratively managing the workload of the School of Nursing, Marie O'Koren Endowed Chair and the Rachel Z. Booth Endowed Chair offices by effective problem-solving, innovative thinking, effective planning and project management, leadership, & positive communication, in a diplomatic and confidential manner. With minimal supervision and in a confidential and professional manner, performs advanced administrative duties in support of academic programs, scholarship, and grant-related activities associated with the Endowed Chair. Independently, maintains/establishes filing systems for each of the Endowed Chair offices, prepares correspondence, creates, establishes and/or maintains records, charts, graphs, spreadsheets, and databases. This individual oversees and/or coordinates Endowed Chairs’ independent small research projects and other research project activities where salary is not permissible. Submits Institutional Review Board applications and renewals, maintains approvals and addresses other concerns. Additionally, performs special assignments such as researching information, compiling reports, coordinating submissions, tracking and editing special or regular projects and reports, & ensuring compliance with disclosures, approvals, policies and procedures. This person on-boards Endowed Chair projects personnel, students, and visiting scholars. Coordinates activities and tracks correspondence for student projects including applications, schedules and recommendations. The direct reports for this individual are the Marie O’Koren Endowed Chair, the Rachel Z. Booth Endowed Chair and, as a staff member has a direct report to the Executive Director of Administrative Operations. This individual will interface with School of Nursing students, faculty, staff, and administrators in addition to investigators and office personnel across the UAB campus, United States, and internationally.

RESPONSIBILITIES:

1. Provides academic, scholarship and grant-related advanced administrative support for the Endowed Chairs. Assists Endowed Chairs with such communications as manuscript production, letters of support, PowerPoint presentations, and other departmental correspondence. May handle sensitive or specialized correspondence with students, administration, faculty, staff, university guests and other constituents as needed.

2. Composes types, proofreads, and edits copies of general correspondence, memos, forms, recurring reports, and bulletins. Types and monitors correspondence by electronic mail. May prepare and/or transcribe meeting agendas and minutes. Provides administrative support to Committees and Task Forces as needed to include but not limited to setting up meetings, notifications, taking and distribution of minutes.

3. Proactively prioritizes and initiates Endowed Chair offices projects and assignments in an efficient and effective manner to achieve desired outcomes. Manages work in a timely and efficient manner as to provide immediate turn- around time when necessary.

4. Maintains a centralized calendar of all grant-related activities, submissions and deadlines. Track timelines for stages of projects, developing checklists for particular grants to ensure consistency of implementation and to afford the opportunity to review and upgrade for future events. May manage the Endowed Chairs’ calendars.

5. Assists with grant preparation by acquiring bio sketches, letters of support, contacts, and other grant proposal related matters. Facilitates the submission of required SON forms.
6. Prepares and submits abstracts, manuscripts and presentations for publication/presentation.

7. Maintains the Endowed Chairs’ Curriculum Vitas, NIH bio sketches and updates appropriate website and SharePoint (Profiles and faculty productivity database) sites to ensure accurate, up-to-date information and materials.

8. Manages Endowed Chair research projects/protocols that lack current funding or those that do not permit salary support.

9. Processes, tracks, and reconciles expenses against monthly budget statements on select accounts - all expenditures, travel, reimbursements, receipts etc. Provides reports upon request. Prepares and manages expense reimbursements, purchases, travel and calendar for the Endowed Chair. Manage office and research related equipment and supplies. Processes all requisitions for these programs through Oracle and maintain/order supplies.

10. Manages student and visiting scholar related correspondence; track and schedule their research-related activities.

11. Coordinates hiring procedures, on board, orient and train new team members including staff, research study personnel, students and interns, and young investigators or faculty. Oversees departures of personnel and transition/training plans. Tracks team members’ schedules for the Endowed Chairs.

12. 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.

13. 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 or the School and University Core Values may result in appropriate consequences.

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

QUALIFICATIONS:

This position requires a Bachelor’s degree and a minimum of 3 years of responsible project/program management, Master’s degree preferred. The work of this position requires excellent writing, editing, and verbal communication skills in addition to database management skills, some financial/budget experience, demonstrated knowledge of UAB specific policies and procedures. The position requires a working knowledge of APA formatting, Oracle, Microsoft Word, Excel, Adobe, End Note, PowerPoint, FileMaker, Atlas.ti, Redcap, and Qualtrics or a similar survey program. Experience with Excel PowerMap (3D Maps), GoToMeeting, Canvas, and SPSS are not required but are preferred. To be successful in this position an individual should possess strong work ethic, organizational, computer, communication and interpersonal skills. All work performed must be in accordance with SON and UAB policies and procedures and Standards 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.