

# UAB SCHOOL OF NURSING

## Position Description

### OFFICE ASSOCIATE II – DEPARTMENT CHAIR OFFICE

#### Family, Community, and Health Systems Department

UAB Employment Site #T221920

#### SUMMARY:

With minimal supervision, performs clerical and administrative duties often of a confidential and complex nature. This position supports the Chair of the Department, the faculty within that department, and serves as backup for other like departments within the School of Nursing (SON). The direct report for this individual is the Chair of the Department and have an indirect report to the Department Program Manager II. This individual will interface with School of Nursing students, faculty, staff, and administrators and office personnel across the UAB campus. Independently, in a confidential and professional manner, prepares correspondence, creates, establishes and/or maintains records, charts, graphs, spreadsheets, and databases. Processes and manages expenditures for department against monthly account statements. Maintains and establishes filing systems and may perform other duties of a routine or non-routine nature as required by the Chair of the Department. Discretion and judgment should be used when planning and organizing work.

#### RESPONSIBILITIES:

1. Receives, screens and routes calls for department. Greets visitors and directs them appropriately.
2. Processes requisitions, purchase orders, and travel reimbursements for department, monitors budgets against monthly spreadsheets. Trains faculty regarding travel reimbursement process.
3. Responsible for accurate input, maintenance, and management of appropriate databases and filing systems.
4. Manages the calendar and appointment schedules for the Chair of the Department
5. Composes, types, updates, proofreads, and edits general correspondence, memos, grant materials, presentation materials, forms, and recurring reports. Types and monitors correspondence by electronic mail.
6. Takes minutes for Departmental meetings and other meetings as requested, records/transcribes as requested.
7. May run errands, fax, sort and distribute departmental mail, copy, scan and input materials for department.
8. Assists with textbook orders and classroom requests for department.
9. Manages department equipment and supplies inventory and requests. Maintains designated resource rooms and places service calls to address equipment

*UAB is an Equal Employment/Equal Educational Opportunity Institution dedicated to providing equal opportunities and equal access to all individuals regardless of race, color, religion, ethnic or national origin, sex (including pregnancy), genetic information, age, disability, religion, sexual orientation, gender identity, gender expression, and veteran's status. As required by Title IX, UAB prohibits sex discrimination in any education program or activity that it operates. Individuals may report concerns or questions to UAB's Assistant Vice President and Senior Title IX Coordinator. The Title IX notice of nondiscrimination is located at [uab.edu/titleix](http://uab.edu/titleix).*

- malfunctions.
10. Faxes, mails, copies, scans and inputs materials for programs.
  11. May assist with calendars and appointment schedules for various functions/individuals in department.
  12. Assists in orientation of new department faculty to School and Department processes.
  13. May serve as backup for other individuals in the chair office, and other departments within the School of Nursing.
  14. 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.
  15. Attends to the Core Values of UAB and the School of Nursing to include excellence, caring, innovation, collaboration, diversity, integrity, and communication. Acts in a caring and courteous manner toward all users/visitors in the following ways: uses positive interpersonal skills to alleviate concerns and frustrations of students, other staff, and faculty; provides assistance in a timely manner, references appropriate procedures in a calm and courteous manner; acts always in a professional and confidential manner with respect to all information and records. Discretion and judgment should be used when planning and organizing work. At all times maintains confidentiality and adheres to all FERPA standards.
  16. 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.
  17. Performs other related duties as directed to support the missions of the School of Nursing.

## **QUALIFICATIONS:**

This position requires a high school diploma and a minimum of five years of progressively responsible administrative support. An undergraduate degree relevant to the role and scope of the position is preferred. The work of this position may require database management skills, some financial/budget experience, demonstrated knowledge of UAB specific policies and procedures. This individual must possess proficient computer skills. The position requires someone have a working knowledge of APA formatting, Microsoft Word, Excel, PowerPoint, Zoom, etc. To be successful in this position an individual should possess strong organizational, communication, and interpersonal skills.