

School of Nursing
University of Alabama at Birmingham
Position Description
Program Manager II – Office of Clinical and Global Partnerships

UAB Employment Site: T219106

SUMMARY:

With minimal supervision, coordinates and manages all aspects of program management, design, coordination and implementation, compliance and office support for the Associate Dean for Clinical and Global Partnerships. This role requires the individual possess strong critical thinking, independent judgment and initiative for assignments that are often complex and sensitive in nature. This role communicates across the SON and UAB campus using clear and effective communication and interpersonal skills. This individual may perform special assignments, such as researching information, compiling reports, coordinating, tracking and editing of special or regular projects and reports such as data regarding faculty in practice or project activities across the mission. Independently, in a confidential and professional manner provides administrative support for the OCGP. . This position is responsible for developing processes and procedures and may supports OCGP reporting and implementation of the SON strategic plan specifically related to clinical and global partnerships. This role may oversight of and will be responsible for managing temporary or student employees. This individual performs other duties of a routine or non-routine nature as required by the Associate Dean for Clinical and Global Partnerships. This individual must have a clear understanding of the organization; how data is collected, managed, analyzed and utilized; and SON and UAB policies and procedures. Technical and time management skills are necessary to support OCGP, including the Associate Dean, and OCGP’s mission. The direct report for this individual is the Associate Dean for the Office of Clinical and Global Partnerships (OCGP) and, as a staff member, also has a secondary report to the Executive Director of Administrative Operations. All work to be performed in accordance with School of Nursing (SON) and University guidelines, policies and procedures.

RESPONSIBILITIES:

1. Facilitates and tracks progress and outcomes for various mission, program, and committee work as directed by the Associate Dean such as: annual reporting, financial activities Participates in and responsible for the identification and development of program objectives to ensure the necessary outcomes are met. Manages multiple projects in an efficient and effective manner. Utilizes critical thinking skills to provide solutions and answers for situations as they arise.
2. May assist with the preparation and management of OCGP expense reimbursements/ travel/purchases for Office of Clinical and Global Partnerships (OCGP).
3. May assist with event planning, special projects, consultant visits, advisory boards, special speakers, etc. as requested. May assist with webinar support.
4. May prepare and edit the Associate Dean’s and the mission’s communications to include but not limited to correspondence, memos, letters of agreement, forms, grant applications, and reports as requested.

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5. Works with the School's Strategic Communications and Marketing office to ensure the website is updated and maintained properly. Responsible for appropriate messaging and communications with internal and external constituents.
6. Facilitates and supports the development and implementation of new programs within the OCGP. Identifies funding sources, collects, and manages data to prepare/assist in submittal of grant/contract proposals and reports for the OCGP.
7. Proactively prioritizes and initiates department office programs and assignments in an efficient and effective manner to achieve desired outcomes. Manages work in a timely and efficient manner so as to provide immediate turn-around time on assignments when necessary.
8. May take or transcribe and prepare meeting minutes for OCGP meetings, committees, and/or task forces as requested by the Associate Dean.
Works professionally and directly with other Associate Deans' and Chairs' staff in planning, providing logistical and administrative support for programs and events as appropriate. Acts as a resource to faculty, staff, students, and administrators to determine the general, financial, and administrative services required to plan and execute the mission of the department.
9. Ensures compliance of departmental, SON, and UAB policies and procedures.
10. Creates and administers faculty practice annual evaluations in tracking system.
11. Prepares monthly reconciliation of faculty practice billing and collections.
12. Responsible for monthly reconciliation of the faculty practice account.
13. Other duties as assigned by the Associate Dean of OCGP.

QUALIFICATIONS:

This position requires an individual possess outstanding written and verbal communication, interpersonal, critical thinking, organizational, assessment, and management skills to meet the expected outcomes of the role. This individual should adapt well to change, and work independently as well as within a team while managing multiple projects simultaneously with close attention to detail. A Bachelor's degree is required but it is strongly preferred that this individual possess a Master's degree or higher in Business/Statistics, English, Education, Communications, or other related field. A minimum of five years' progressively responsible administrative, project/office management experience at a high level is required. The individual in this role must have extensive knowledge and proficiency of Microsoft Office programs. The adherence to the UAB Enterprise Code of Conduct is required.

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