

**SCHOOL OF NURSING
UNIVERSITY OF ALABAMA AT BIRMINGHAM
POSITION DESCRIPTION**

**Project Manager II – Endowed Chair Support
UAB Employment Site Number: T220497**

SUMMARY:

This position is responsible for coordinating and managing all aspects of project management, design, coordination and implementation, compliance, and office support for the School of Nursing Booth and O’Koren Endowed Chair Offices. This role requires that the individual possess strong critical thinking, independent judgment, and initiative for assignments that are often complex and sensitive in nature. This role is a liaison with the ORS, School of Nursing, UAB campus, and with external constituents and requires the use of clear and effective communication, writing, and interpersonal skills. 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 Chairs. This individual oversees and/or coordinates Endowed Chairs’ independent small research projects and other research project activities where salary is not permissible. Independently prepares correspondence, creates, establishes and/or maintains records, charts, graphs, spreadsheets, and databases. This individual will be responsible for managing the Endowed Chairs’ calendars, scheduling meetings, compiling reports, budget management, and coordinating and tracking special projects. This individual must have a clear understanding of the organization; how data are collected, managed, analyzed, and utilized; and SON and UAB policies and procedures. Technical and time management skills are necessary to manage the multiple projects that occur on an ongoing basis. Additionally, ensures compliance with disclosures, approvals, policies and procedures. This individual is directly responsible to the Booth and O’Koren Endowed Chairs.

RESPONSIBILITIES:

1. Leadership and Collaboration: Collaborates with the Assistant Dean of Research and Scholarship to facilitate the launch of new initiatives originating from the Office of Research and Scholarship (ORS).
 - a. Provides strong leadership within the Faculty Scholarship and Mentor Development (FSMD) service unit, fostering collaboration and effective communication among team members, grant personnel, and co-directors.
 - b. Serves as subject matter expert within the department/service unit.
 - c. Plans leadership meetings/round table discussions to facilitate an “open door” approach to resolve any issues that may arise within the service unit.
 - d. Liaison for Scholarship Collaboratives.

2. Onboarding and Training Support: Facilitates the seamless onboarding of grant personnel, ensuring they have the necessary resources, training, and information to excel in their roles.
 - a. Assists in the development and implementation of training objectives for team members and grant personnel, ensuring continuous skill development and growth.
 - b. Coordinates hiring procedures and on boarding, orients and trains 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.

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3. Project and Program Management: Plans events and ensures that projects and tasks are completed efficiently and effectively.
 - a. Manages and oversees service unit programs, ensuring they align with the organization's core values, goals, and objectives.
 - b. Operationalizes and manages FSMD projects and tasks at hand, such as Scholarship Grand Rounds, Scholarship Toolkit series, and Scholarship Collaborative initiatives.
 - c. Provides post-award support to manage numerous budgets that are aligned with large National Institute of Health, among other research grants.
 - d. Provide program support for Endowed Chairs in the School of Nursing in areas of Research and Scholarship (e.g., study staff recruitment, budget monitoring, report preparation and editing).
4. Develops and Evaluates Program Objectives: Works to establish and maintain clear program objectives, ensuring they are well-defined and measurable.
 - a. Independently prepares correspondence, and establishes and maintains records, that support tracking of goals and objectives linked with scholarship training activities.
 - b. Leads outcome assessment work to evaluate the quality & productivity of the Faculty Scholar & Mentor Development Service Unit within the Office of Research & Scholarship.
 - c. Develops and manages data base development and data collection to monitor the progress as well as Monitor and track via database.
5. 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.
6. 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.
7. Proactively prioritizes and initiates Endowed Chairs' 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.
8. 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. Manages the Endowed Chairs' calendars.
9. 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.
10. Prepares and submits abstracts, manuscripts and presentations for publication/presentation.

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11. 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.
12. Manages Endowed Chairs' research projects/protocols that lack current funding or those that do not permit salary support.
13. 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 Chairs. Manage office and research related equipment and supplies. Processes all requisitions for these programs through Oracle and maintain/order supplies.
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. 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.
16. Performs other duties as directed to support the missions of the School of Nursing.

QUALIFICATIONS:

A minimum of five years of progressively responsible administrative and project/office management experience at a high level is required. A Bachelor's degree is required; a Master's degree is preferred. 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. 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), 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.

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