

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

POSITION DESCRIPTION

Project Manager II - to the Associate Dean for Access and Engagement

UAB Employment Site Number: T218316

SUMMARY:

Under minimal supervision, provides project management and coordination and oversees all aspects of operations for the UAB School of Nursing Office of Access and Engagement. This entails office management, including supervision of support staff. This role requires respect for confidentiality, a high level of motivation and creativity, strong critical thinking, independent judgment, and initiative for assignments that are often complex and sensitive in nature. This role communicates with high-level contacts internal and external to the institution using clear and effective written and verbal communication skills. This individual may perform special assignments such as researching information, compiling reports, coordinating, tracking and editing of special or regular projects that pertain to the office. 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 manage the multiple projects that occur on an ongoing basis. This individual is directly responsible for reporting to the Associate Dean for Access and Engagement.

RESPONSIBILITIES:

The incumbent in this position is expected to perform the following.

1. Supports the Associate Dean for Access and Engagement by managing the calendar and scheduling meetings. Assists with communications such as manuscript production, written correspondence, presentations, and other formal communications. May handle sensitive or specialized correspondence with students, administration, faculty, staff, and other constituents as needed.
2. Develops project management plans and timelines; facilitates and tracks progress and outcomes for various Office of Access and Engagement projects including special task force and committee work as directed by the Associate Dean for Access and Engagement. Prepares quarterly and annual reports and tracks metrics for Office of Access and Engagement initiatives such as new and innovative programs. Works closely with web designer to maintain the Office of Access and Engagement webpage. Participates in and responsible for planning for such initiatives and for monitoring progress in meeting School of Nursing Access and Engagement strategic objectives and key outcomes. Manage multiple projects in an efficient and effective manner. Utilizes critical thinking skills to provide solutions and answers for situations as they arise.

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3. Manage process review for the Office of Access and Engagement, regarding but not limited to travel, grant review, expenditure/budget management, disclosure, leave tracking and compliance needs and concerns. Manages work in a timely and efficient manner to provide immediate turn-around time on assignments when necessary.
4. Proactively prioritizes and initiates access and engagement office projects and assignments in an efficient and effective manner to achieve desired outcomes. Facilitates UAB training related to providing a respectful and accessible campus community for School of Nursing constituents and works with University Office of Access and Engagement to develop new training as identified through needs assessments.
5. Works directly with others in the Access and Engagement office in planning, providing logistical and administrative support for projects and events as appropriate. Interacts professionally with other School of Nursing employees for the purposes of accomplishing the mission of the Office of Access and Engagement. Acts as a resource to faculty, staff, students, and administrators to inform priorities for the Office of Access and Engagement. Ensure compliance of departmental, SON, and UAB policies and procedures.
6. Participate in various internal and external meetings to provide status reports, and respond to requests for information and data efficiently relating to access and engagement. Represents the Associate Dean for Access and Engagement to external and internal contacts as appropriate. May staff high-level academic and administrative committees, including faculty organization and executive committee that pertain to access and engagement.
7. Performs other related duties as directed to support the mission of the School of Nursing.

MINIMUM REQUIREMENTS

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. This position requires a minimum of five (5), preferably seven (7), years of progressively responsible administrative, project/office management experience at a high level. Experience managing office support staff is required. This position requires an individual possess outstanding written and verbal communication, with a particular emphasis on web communication. This individual must work independently as well as within a team while managing multiple projects simultaneously with close attention to detail and be able to receive and assimilate feedback in a mature manner. Must have mature and effective interpersonal skills, possess, critical thinking, organizational assessment, and time management skills to meet the expected outcomes of the role. This individual should adapt well to change and be willing to attend continuing education training on topics relevant to this position and related responsibilities. Must be available and willing to work evening and weekend hours when needed to accomplish the mission of the office. Must have an unencumbered AL State driver's license for local travel. The individual in this role must have experience working with large data sets for annual reports, extensive knowledge, and proficiency of Microsoft Office programs,

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including Excel, and electronic data capturing programs such as Qualtrics. The adherence to the UAB Enterprise Code of Conduct is required.

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