

**University of Alabama at Birmingham
School of Nursing**

**Position Description
Program Director II – Office of Clinical and Global Partnerships
UAB Employment Position Number: T227695**

This individual is responsible for providing leadership and overall management of complex activities related to the work of the School of Nursing Office of Clinical and Global Partnerships. Through effective problem-solving, innovative thinking, effective planning and management, leadership, & positive communication, this individual oversees processes related to fulfilling the operations of the Office of Clinical and Global Partnerships. With minimal supervision and in a confidential and professional manner, performs advanced duties in support of projects and activities associated with the Associate Dean's office. Independently prepares correspondence, creates, establishes and/or maintains records, charts, graphs, spreadsheets, and databases. Oversees and/or coordinates the Associate Dean's independent projects as directed. 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 the Office of Clinical and Global Partnerships Annual Report. This individual is directly responsible to the Associate Dean for Clinical and Global Partnerships and will work collaboratively with other staff and faculty to manage projects for the office.

Essential Functions

1. Coordinates and directs all aspects of projects for the Office of Clinical and Global Partnerships (OCGP) including the development of plans and timelines, facilitation and tracking of progress and outcomes, including special task force and committee work as directed by the Associate Dean, such as annual reports and new community or global initiatives.
2. Plans initiatives and monitors progress in meeting strategic objectives and key outcomes on projects. Manages multiple projects in an efficient and effective manner and provides written reports of progress on projects. Utilizes critical thinking skills to provide solutions and answers for situations as they arise.
3. Assists in development of project objectives and business plan, including but not limited to:
 - a. Prepares and manages OCGP expense reimbursements/ travel/purchases.
 - b. Oversees the monthly reconciliation of faculty practice billing and collections.
 - c. Reviews monthly reconciliation of the faculty practice accounts and other OCGP accounts as assigned.
4. Oversees conduct of project operations.
 - a. Oversees support staff (e.g., assists with event planning, special projects, consultant visits, advisory boards, special speakers, etc. as requested).
 - b. Creates and administers faculty practice annual evaluations in tracking system.
5. Composes various communications such as manuscript production, written correspondence, presentations, and other formal communications. May handle sensitive or specialized

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correspondence with administration, faculty, staff, and other constituents as needed for Associate Dean. Coordinates with the School's Strategic Communications and Marketing Office to ensure the OCGP website is updated and maintained properly.

6. Manages process review for the OCGP regarding but not limited to travel, grant review, expenditure/budget management, disclosure, leave tracking and compliance needs and concerns.
7. Proactively prioritizes and initiates office projects in an efficient and effective manner, develops timelines, and monitors progress to achieve desired outcomes.
 - a. Identifies funding sources, collects, and manages data to prepare/assist in submittal of grant/contract proposals and reports for OCGP.
 - b. May conduct financial feasibility studies for OCGP.
8. Works directly with other OCGP support staff in planning, providing logistical and administrative support for projects and events as appropriate (including preparing agendas and minutes). Acts as a resource to faculty, staff, administrators, and external constituents to determine the general, financial, and administrative services required to plan and execute the mission of OCGP, which may include development of memorandums of understanding.
9. Ensures compliance of departmental, SON, and UAB policies and procedures.
10. Participates in various meetings such as budget meetings, to provide financial status reports, and respond to requests for information and data efficiently. Represent the Associate Dean to external and internal contacts as appropriate.
11. Other duties as assigned. Operates with a high degree of independence to direct the functions of the OCGP through leadership, development, and support of operations.

Requirements

Requires a Master's degree in a Business or related field, and 5 years of leadership and related experience in program and project management. This position requires strong problem solving, organization, and leadership/management skills, as well as the ability to work under minimal supervision. To be successful in this role an individual must possess ability to direct OCGP strategic initiatives to timely completion, including the development and implementation of strategic plans, evaluation and quality improvement processes, and the writing of grant applications and reports. To be successful in this role, an individual should possess strong organizational, communication, and interpersonal skills, as well as a high level of commitment to excellence. The position requires the capacity to maintain confidentiality and adhere to all HIPAA and FERPA guidelines and policies as well as other UAB and SON published policies, procedures and guidelines. 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 is not a remote position.**

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