

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

Program Manager I – Office of Clinical and Global Partnerships

UAB Employment Site #T227755

SUMMARY:

The University of Alabama at Birmingham is seeking a PROGRAM MANAGER I to manage all aspects of projects to include design, coordination and implementation, compliance, office support for the Associate Dean for Clinical and Global Partnerships. This role communicates across the SON and UAB campus using clear and effective communication and interpersonal skills. This individual manages the calendar for and with the Associate Dean, may perform special assignments, such as researching information, compiling reports, coordinating, tracking and editing projects and reports such as data regarding faculty practice or project activities across the mission. Independently, in a confidential and professional manner provides administrative support for Associate Dean for Clinical and Global Partnerships. This position serves as the main point of contact in the Associate Dean's Office for Clinical and Global Partnerships and all activities related to the service mission of the UAB School of Nursing. This person manages and coordinates all events and activities that are associated with OCGP; supports OCGP reporting and implementation of the SON Strategic Plan specifically related to Clinical and Global Partnerships.

RESPONSIBILITIES:

1. Facilitates and tracks progress and outcomes for various mission, project, and committee work as directed by the Associate Dean. Participates in and responsible for the identification and development of project 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. Creating monthly invoices for faculty practice and billing through approved software (FBS) and tracking payments (including the management of a database). Provides data and reports regarding faculty practice upon request.
3. Serves in a support role for OCGP meetings, committees, and/or task forces as requested by the Associate Dean, including, but are not limited to, the monthly Faculty Practice Faculty Organization Committee, the monthly UAB Nursing Partnership, and the annual External Clinical Advisory Council. Tasks include, but is not limited to, developing agendas, taking minutes, distributing calendar invitations, and ordering incidental refreshments, as needed.
4. Prepares and manages Office of Clinical and Global Partnerships (OCGP) expense reimbursements/ travel/purchases for Associate Dean. Manages office equipment and supplies.
5. Coordinates and facilitates event planning, special projects, consultant visits, advisory boards, special speakers, etc. as requested. Facilitates webinar support.
6. Prepares and edits communications to include, but not limited to, correspondence, memos, forms,

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and reports as requested. Responsible for appropriate messaging and communications with internal and external constituents.

7. Facilitates and supports the development and implementation of new programs within OCGP. May collect and manage data to prepare/assist in submittal of grant/contract proposals and reports for the OCGP.
8. Proactively prioritizes and initiates department office projects 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.
9. Manages calendar for and with the Associate Dean. Arranges and facilitates meetings for the Associate Dean and OCGP.
10. Ensures compliance of departmental, SON, and UAB policies and procedures.

QUALIFICATIONS:

A Bachelor's degree is required in Business/Statistics, English, Education, Communications, Global Studies, or other related field. A minimum of two (2) years' progressively responsible administrative, project/office management experience is required.

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 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.