

UNIVERSITY OF ALABAMA AT BIRMINGHAM

School of Nursing

POSITION DESCRIPTION:

OFFICE ASSOCIATE II – DEAN’S OFFICE SUPPORT

UAB Employment Site #T226087

SUMMARY:

With minimal supervision, performs administrative and advanced secretarial duties often of a confidential and complex nature. This position supports the Executive Director of Administration, Executive Director of Strategic Marketing and Communications and Senior Director of Development in the School of Nursing. The direct report for this individual is to the Executive Director of Administration with input for evaluation purposes from the Executive Director of Strategic Marketing and Communications and Senior Director of Development. This individual will interface with School of Nursing students, faculty, staff, alumni, donors and administrators, and office personnel across the UAB campus and off campus. Independently, in a confidential and professional manner does the following: answers phone lines; greets and directs incoming guests; prepares, processes and tracks correspondence; schedules meetings; processes requisitions and travel booking and reimbursements (manages expenditures against monthly account statements); creates, establishes and/or maintains records, charts, graphs, spreadsheets, databases, and reports. This individual is responsible for meeting coordination for the three directors, updating electronic and other mailing lists, maintaining/establishing filing systems; and performing other duties of a routine or non-routine nature as required by the needs of the three directors. Initiative, discretion and judgment should be used when planning and organizing work. This is not a hybrid-eligible position.

RESPONSIBILITIES:

1. Provides support for the Executive Director of Administration, Executive Director of Strategic Marketing and Communications and Senior Director of Development, and other of their office personnel as directed. This individual is responsible to answer the main Executive Director of Administration, Executive Director of Strategic Marketing and Communications and Senior Director of Development phone lines, greet and direct visitors into the Dean’s suite for appointments with the Dean, the three directors and others, assist with and upon occasion coordinate and manage food and beverage, meetings and events.
2. Provides administrative support for committees based in the three offices, which may include room reservations, preparing agendas and minutes, ordering meals and supplies, and developing and maintaining appropriate filing systems.
3. Provides support for projects as needed and requested. Provides administrative support in the three offices. Tracks and maintains membership renewals that pertain to the Executive Director of Administration, Executive Director of Strategic Marketing and Communications and Senior Director of Development as directed.

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4. Provides support for the three directors' travel, including international travel. Is responsible to schedule, process, manage payments, and tracking for the three directors travel and day-to-day expenses.
5. Facilitate marketing ordering processes and advertising and other contract submissions.
6. May balance against monthly account statements for fiscal management of department budget.
7. Processes all requisitions for the three offices. Tracks and able to report on all expenditures processed.
8. Responsible for accurate input, maintenance, and management of appropriate mailing lists, databases and filing systems.
9. Composes, types, updates, proofreads, and edits general correspondence, memos, presentation materials, forms, and reports. Types and monitors correspondence by electronic mail.
10. Maintains Offices' supplies.
11. May manage calendars and appointment schedules for various functions and/or individuals.
12. Responsible for daily mail (including review and sorting), copy, email, scan and input materials for the three offices.
13. Responsible for reserving SON vehicle for the three directors and obtaining SON park cards utilized for guest parking in SON assigned spaces.
14. Maintains current knowledge of departmental policies, procedures and regulations, and provides information and assistance as needed to facilitate the daily operations of the three offices.
15. Acts in a caring and courteous manner toward all users/visitors in the following ways: uses positive interpersonal skills to alleviate concerns and frustrations of students, other staff, faculty and guests; provides assistance in a timely manner, references appropriate procedures in a calm and courteous manner; acts professionally and confidentially with respect to all.
16. Performs other related duties as directed to support the missions of the School of Nursing.

QUALIFICATIONS:

This position requires a high school diploma and a minimum of five years of progressively responsible administrative support. A baccalaureate degree is strongly preferred. The work of this position may require database management skills, some financial/budget experience, demonstrated knowledge of UAB specific policies and procedures. The position requires someone have a very strong working knowledge of Microsoft Word, WorkFront, Salesforce CRM, Excel/Access, Teams, PowerPoint, P-card and Oracle systems. To be successful in this position an individual should possess strong organizational, communication, work ethic and interpersonal skill. Must maintain confidentiality and adhere to all HIPAA and FERPA guidelines and policies.

6/2011; 12/18/2018; 12/6/2021;7/16/2024

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