

UAB SCHOOL OF NURSING
Position Description
Program Manager I – Graduate Clinical Education – MSN & Nurse Practitioner Pathway
ACADEMIC AFFAIRS
Position Number: T230219

SUMMARY:

The Program Manager I for Graduate Clinical Education is aligned with the Assistant Dean for Graduate Clinical Education and provides significant administrative support with minimal supervision for Graduate Clinical Education in the School of Nursing. This role supports the Graduate Clinical Assistant Dean, Pathway Directors, and the Specialty Track Coordinators in their administrative roles to provide leadership for the MSN and DNP Program in the School of Nursing. This role provides administrative support: coordinates and facilitates student-facing events, meetings, webinars, course support; ; and prepares and manages course data and materials. This role works collaboratively with the Program Manager II for the Associate Dean for Graduate Clinical Programs and with other Academic Affairs and School of Nursing faculty and staff to support the academic mission. This role also has a secondary report to the Senior Associate Dean for Academic Affairs, the Associate Dean for Graduate Clinical Education, and as a staff member in the School of Nursing, also has a reporting responsibility to the Director of Human Resources and Faculty Affairs.

RESPONSIBLE TO:

Direct report to:

Assistant Dean for Graduate Clinical Education – MSN & Nurse Practitioner Pathway
Associate Dean for Graduate Clinical Education
Senior Associate Dean for Academic Affairs

FUNCTIONS:

Student/Programs Support:

1. Schedules and coordinates all aspects of twice-annual incoming student orientations, student recognition events, and intensives across programs each year.
2. Participates in appropriate information courses. Ensures all materials are updated in courses. Develop content as needed regarding events, deadlines, and other information needs in those courses.
3. Communicates effectively, answering questions and providing administrative support for students as appropriate.
4. Attends all program webinars in designated courses and track attendance throughout term. Some webinars are in the evening.
5. Reviews and ensure completeness of all course waiver and transfer requests. Preparation of all forms for the appropriate Assistant Dean review.

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6. Prepares materials and participates in the Registrar's Office Graduate Application for Degree workflow for graduating students each year in tandem with the Program Director and Assistant Dean.
7. Communicates effectively and coordinates efforts with the Office of Student Success to ensure continuity for student inquiries and applications for admission, as well as admitted student communications regarding orientation and pre-enrollment.
8. Maintains and manages ACEMAPP and EXXAT, the clinical data tracking platforms used to manage student clinical experiences.
9. Maintains ABN license site for Nursys sites by uploading all student information in the appropriate system; monitoring status changes, notifying appropriate Assistant Dean of changes in licensure status, and removing from system following graduation.
10. Prepares materials and maintains archive of all student evaluations and clinical documentation in partnership with the Office of Student Success.
11. Creates and distributes Experience Surveys within Qualtrics to track student feedback for quality improvement across programs and events.

Administrative/Support

12. Facilitates and tracks progress and outcomes for MSN and DNP programs, projects, and committee work as directed. Responsible for tracking and maintaining status of action items.
13. Manages multiple projects in an efficient and effective manner; ensures all work is completed in a timely manner based on established timelines.
14. Utilizes critical thinking skills to provide solutions and answers for situations as they arise.
15. Inputs and tracks data required for reports. Provides support in completion of all required reports.
16. Provides support for the planning, implementation, and evaluation of curriculum and policies.
17. Assists with tracking compliance to curriculum related accreditation standards.
18. Ensures any program changes are communicated appropriately and updated on the website and other essential materials.
19. Facilitates and participates in various meetings with faculty and staff and responds to requests for information and reports data efficiently.
20. Represents the Assistant Dean to external and internal contacts as appropriate.
21. Provides staff support for assigned academic and administrative committees (such as MSN and DNP Program meetings) including the recording and storage of minutes of meetings, and their distribution and tracks action items as appropriate for accreditation and evaluation purposes.
22. Manages and facilitates travel requests and reimbursements, expenditures and purchasing for specific programs or individuals as directed. Monitors budget and processes purchase orders, and payments, for Assistant Dean as requested.
23. Provides support for Assistant Dean in their administrative roles.
24. Schedules calendar and meetings as requested; manages Assistant Dean's calendars.

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25. Manages calendar of program events and program calendars and coordinates with Program Manager II in Associate Dean's office to ensure Graduate Clinical Education calendar is current. Responsible for maintaining program events on the SON Event calendar and attending monthly school-wide event planning meetings.
26. Supports Assistant Dean with communications, manuscripts, letters of support, PowerPoint presentations, and other academic correspondence.
27. Ethically and appropriately handles sensitive or specialized correspondence with students, administration, faculty, staff, and other constituents as needed.
28. 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.
29. 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 may result in appropriate consequences.
30. Perform other related duties as directed to support the missions of the School of Nursing.

QUALIFICATIONS:

- A minimum of a bachelor's degree and 2 years of related experience is required; a master's degree is preferred with a minimum of 2 years of related experience.
- Previous administrative and project management experience, background in business, healthcare, or communications.
- Experience in developing and maintaining systems and processes for information management and communication and providing significant program support.
- Proficient in data management systems, such as ACEMAPP, EXXAT, Qualtrics, and Microsoft-based products including OneNote, Word, PowerPoint, and Excel.
- Detail-oriented, efficient problem-solving skills.
- Demonstrated expertise in communications, customer service, working with teams, and relationship building.
- Previous event planning and facilitation experience preferred.

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