

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

**Office of Student Success  
Program Manager II- Recruiter  
UAB Employment Site #T226601**

**SUMMARY:**

This position is responsible for the coordination of recruitment, application, and advisement for innovative programs in the School of Nursing (SON). The Program Manager II provides input in the development of program plans and objectives with responsibility for achieving recruitment and advisement objectives within defined parameters. Responsibilities include outreach, communications, advisement, event promotion, and recruitment planning. The Program Manager II is directly responsible to the Program Director II – Student Recruitment-with a secondary report to the Assistant Dean for Student Success.

**RESPONSIBILITIES:**

1. Collaborate with the Program Director II – Student Recruitment, Associate Dean for Academic Affairs, Assistant Dean for Student Success, , Office of Development, UAB Undergraduate Admissions, UAB Graduate Admissions, Marketing and Communications, and the Program Managers in the School of Nursing to develop, implement, coordinate, and evaluate a school-wide recruitment plan for all programs, with a primary focus on undergraduate programs.
2. Collaborate with the Program Director II – Student Recruitment Assistant Dean for Student Success, and the Associate Dean for Academic Affairs to develop, implement and coordinate new and innovative programs.
3. Facilitate the application, admission, articulation, advisement, retention, and graduation processes as directed, to include but not limited to the review of transcripts of prospective students, application of policies for admissions, and arranging faculty-student interviews when appropriate.
4. In coordination with the Program Managers or Coordinators facilitate requests from pre-applicants for course substitutions/equivalencies.
5. Collaborate with University level admissions, recruitment, and enrollment offices.
6. Inform and educate program faculty related to University and SON student policies and procedures.
7. Work with and facilitate program Admission/Selection and Review committees.
8. Seek opportunities and recruit potential students through correspondence, personal visits, coordination of faculty visits, and other recruitment mechanisms in conjunction with departments both internal and external to the SON.
9. Represent the SON at recruitment and student events both internal and external to

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- the School and University.
10. Schedule dates, times, and sites for recruiters to visit SON.
  11. Maintain up-to-date communication with feeder schools and provides for articulation between UAB and the individual school. Serve as liaison with all colleges and universities in the state, and other states as appropriate, regarding baccalaureate, post-baccalaureate, post-masters, and post-doctoral programs in the SON, with a focus on undergraduate programs. This liaison includes a market analysis for expanding the feeder schools and includes a recruiting plan for on-site visits for established and potential feeder schools.
  12. Collaborate with the Program Director II – Student Recruitment Assistant Dean for Student Affairs, Office of Development, and the Associate Dean for Academic Affairs ~~for~~ to recommend marketing publications and advertisements that would best position the SON in the market.
  13. Facilitate the input and coordination of information and maintenance of the database on recruitment to include but not limited to recruitment venue, attendees, inquiries, request for application, admissions processes, enrollment, and follow-up correspondence.
  14. Counsel and assist applicants seeking admission into all SON programs to include advisement for non-accepted applicants for retention within the University.
  15. Act in a caring and courteous manner toward all users in the following ways: use positive interpersonal skills to alleviate concerns and frustrations of students, other staff, and faculty; to provide assistance in a timely manner, reference appropriate procedures in calm and courteous manner; acts always in a professional and confidential manner with respect to all information and records.
  16. In coordination with the SON Data Analyst/Registrar, provide data and information in regards to undergraduate program and recruiting for recurring and non-recurring reports as necessary for the business of the SON.
  17. 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.
  18. Performs other related duties as directed to support the missions of the School of Nursing.

## QUALIFICATIONS:

Position requires a master's degree, or bachelor's degree with 5 years of progressively responsible experience in program coordination and/or recruitment. Degree in Nursing preferred but not required. **This position requires travel to off-campus locations. Applicants need to have the ability to lift around forty pounds, have a valid driver's license, insurance, and their own mode of transportation.** Computer skills in Word, Excel, Access, PowerPoint, and UAB student information systems such as Salesforce preferred. Strong interpersonal and organizational skills required. All work performed must be in accordance with SON and UAB policies and procedures and UAB Enterprise Code of Conduct.

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