

**SCHOOL OF NURSING
UNIVERSITY OF ALABAMA AT BIRMINGHAM
POSITION DESCRIPTION**

**Program Mgr. – SON Programs
Improving Health Across the Lifespan (iHEAL) T32 Program-0.5 FTE
Co-Directors: Bakitas, Puga, Wheeler
UAB Career Site # T231084**

SUMMARY:

This position supports and reports to the Improving Health Across the Lifespan (iHEAL) T32 Program Co-directors (Bakitas, Puga, Wheeler) coordinating and supporting the day-to-day and overall program logistics of recruiting, academic programming, and follow through including interacting with the Graduate School, SON academics, and federal agency regulations.

Under general supervision of the Project Co-Directors, is responsible for all day-to-day operations of the iHEAL T32 program. This person operates with a high degree of independence, is responsible for supporting program's goals and objectives, and provides administrative support such as coordinating trainee and program activities and conducting and maintaining regular evaluation surveys required by the program and funding agency. This person is also responsible for developing procedures and processes to implement the T32 in a FERPA compliant manner (e.g. database development and maintenance, NIH XTrain, HR, and Graduate school requirements), day-to-day operations, routine and ongoing T32 reports, and maintenance of key functions of the training program. This position requires excellent and professional interpersonal skills especially in working with students/ trainees and maintaining confidentiality.

RESPONSIBILITIES:

1. Oversees and actively participates as a member of the T32 team.
2. Schedules leadership meetings and advisory board meetings
3. Works with Project Director on agenda topics for meetings, sets up meeting rooms or virtual meetings, sends invitations, and keeps minutes of meetings.
4. Develops & maintains FERPA compliant academic and program records in a secure central repository
5. Coordinates trainee onboarding/offboarding
6. Composes appointment letters and routes for signatures
7. Communicates with SON HR & Office of Graduate education (post-docs only) documents submitted.
8. Completes and routes NIH eRA Commons X-train documents.
9. Assists with creating trainees' ERA commons ID (if needed)
10. Updates and maintains trainee database and files.
11. Schedules and conducts exit interviews with trainees.
12. Assists with developing trainee recruitment materials and recruitment procedures internally and externally.
13. Places advertisements for trainee positions, receives applications and coordinates interviews.

UAB is an Equal Employment/Equal Educational Opportunity Institution dedicated to providing equal opportunities and equal access to all individuals regardless of race, color, religion, ethnic or national origin, sex (including pregnancy), genetic information, age, disability, religion, and veteran's status. As required by Title IX, UAB prohibits sex discrimination in any education program or activity that it operates. Individuals may report concerns or questions to UAB's Assistant Vice President and Senior Title IX Coordinator. The Title IX notice of nondiscrimination is located at uab.edu/titleix.

14. Assists trainees with securing, accessing, and processing professional travel arrangements.
15. Develops and maintains applicant database
16. Reviews applicant evaluation form.
17. Maintains the program website.
18. Provides trainee support in navigating the T32 program and processes and procedures.
19. Processes tuition payments and travel reimbursements.
20. Orders supplies and equipment.
21. Coordinates annual IDP meetings and manage records.
22. Oversees overall program management and support for trainees.
23. Monitors budget and assures compliance with all federal, SON, and University budgetary procedures.
24. Assist with annual NIH RPPR submission.
25. Processes travel reimbursements for external advisory board members.
26. Create surveys to evaluate individual trainees and to measure program outcomes per the proposal evaluation plan.
27. Facilitates compliance relative to University, School of Nursing, sponsor policies, Office of Research and Scholarship, and Grant Development/Research Management within the School of Nursing and University policies and procedures.
28. 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 hiring 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.
29. Performs other related duties as directed to support the missions of the School of Nursing.

QUALIFICATIONS:

Position requires a minimum of a bachelor's degree, however a master's degree in education or other related field is preferred. Position requires previous project management, coordination, or administration or related experience and high degree of organizational skill. This position also requires proficiency with Microsoft office software (Word, Excel, PowerPoint, Access, and Outlook) and other software (SPSS and ENDNOTE), project software, and the ability to construct presentations, tables, graphs, and charts. The successful candidate should be flexible, self-motivated, professional, and possess excellent interpersonal and organizational skills. This position requires an individual who possesses outstanding written and verbal communication, interpersonal, critical thinking, organizational, assessment and management skills to meet the expected outcomes of the role. The individual must be detailed oriented, take initiative and have professional accountability. Well-developed writing, communication, interpersonal, and organizational skills are required. Individuals must be able to work independently and within a team environment, especially by telephone and virtually. They must be able to be persistent, but professional in interacting with busy trainees, and faculty. All duties will be conducted in accordance with federal training guidelines. Individual must adhere to all SON & UAB policies and procedures including but not limited to all FERPA and HIPAA regulations. All work performed must be in accordance with SON and UAB policies and procedures and UAB Enterprise Code of Conduct.

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