

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

**Program Mgr. – SON Programs
“Senior Sisters Breast Cancer Survivorship Network” Program – Dr. Marie Bakitas & Dr.
Richard Taylor
UAB Career Site #**

These individual supports and is responsible to the Program Co-Directors for the Senior Sisters Breast Cancer Survivorship Network project. Under general supervision, this position supports the program’s objectives and directives and provides administrative support for the project. The Program Manager is responsible for all day-to-day operations of the project and will work closely with the Program Co-Directors on project-related activities, organizing daily plans of action in detail, coordinating daily activities, communicating with clinical partners and project team members, handling requisitions, and assisting with the financial management of the project. Develops a working knowledge of resources and services in the 5- county area where the project will take place (e.g., Blount, Jefferson, Shelby, St. Clair, and Walker counties). The Program Manager will be responsible for developing project materials, data management (e.g., tracking outcomes data for the project, preparing reports) for evaluation purposes. This person is also responsible for developing procedures and processes to implement the program (e.g. database development and maintenance, program processes, IRB submissions), as well as routine and ongoing project reports, and maintenance of key functions of the project. This individual must be willing to support the mission of the SON and adhere to all University policies and procedures.

RESPONSIBILITIES:

1. Coordinates administrative and logistics support for project personnel and manages day-to-day project activities.
2. Maintains communication with clinicians, community partners, coalition and advisory board and project team.
3. Manages and maintains clinical project staff records – produces reports upon request.
4. Maintain central calendar for the program-tracks timelines and requirements per Work Plan.
5. Schedules orientation and training activities for program clinicians and staff.
6. Processes payment requests and requisitions in accordance with established budgets. Responsible for adherence to program budgets, facilitates project evaluation.
7. Orders supplies, equipment, makes travel arrangements and manages event planning for the program.
8. Maintains budget database, manages budget, reconciles any budgetary discrepancies with Project Co-Directors.
9. Assists with planning, scheduling, and maintaining records of team and/or program-related meetings.
10. Schedules data collection efforts and uses Qualtrics to prepare surveys and record data.
11. Performs data collection, cleaning and coding and manages survey and outcomes database.
12. Prepares all program reports and presents to Program Co-Directors for review prior to

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- submission to funding agency.
13. May assist in preparation of presentations and publications.
 14. Schedules and coordinates weekly team meetings and coalition and advisory group meetings. Records meeting minutes and tracks project progress.
 15. Assists with the submission of IRB paperwork and approvals.
 16. Facilitates compliance relative to University and SON and sponsor policies, program announcements, and procedures.
 17. Participates in education/training opportunities that facilitate this role.
 18. 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.
 19. Performs other related duties as directed to support the missions of the School of Nursing.

QUALIFICATIONS:

Position requires a bachelor's degree in a related field and 3 years of related experience such as budgeting/program coordinator/administrator/project manager 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 (Qualtrics, Covidence, SPSS/SAS and ENDNOTE); and the ability to construct surveys, mailing lists, tables, graphs, and charts. The successful candidate should be flexible, self-motivated, professional, and possess excellent interpersonal and organizational skills. This position requires outstanding written and verbal communication, interpersonal, community engagement and outreach skills, critical thinking, organizational, assessment and management skills to meet the expected outcomes of the role. The individual must be detail oriented, take initiative and have professional accountability. CITI IRB training will be required upon hire. Individual must be able to work independently and within a team environment, in person, by telephone and virtually. They must be able to be persistent, but professional in interacting with busy clinicians, community agencies, and participants. All duties will be conducted in accordance with federal guidelines for conduct of research with human subjects. 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.