

# UAB SCHOOL OF NURSING

## Position Description PROJECT ADMINISTRATOR – DEAN'S OFFICE

UAB Employment Site #T223538

### SUMMARY:

Coordinates and facilitates project support at the school level, for ongoing technical operations and infrastructure projects for the School of Nursing (SON) space to include the Nursing Building, the first floor of the Learning Resources Center, all SON warehouse locations as well as future space that is assigned to the SON. Work often consists of providing logistical planning, assistance and oversight of ongoing and new projects with central IT, telecommunications, maintenance, building services, various construction contractors, and building personnel across SON space. Additionally, this individual is responsible for furnishings set-ups for classroom and event set up for as requested. This individual will support the Manager of Technical Operations and Infrastructure with technical operations and infrastructure oversight and support in coordination with UAB services for SON space to ensure proper operation and upkeep. This position has a direct report to the Manager of Technical Operations and Infrastructure and a secondary report to the Executive Director of Administrative Operations and works with other administrators across the SON to provide for building readiness at all times. This individual problem solves and poses solutions for building and plant issues as they arise and communicates effectively with the Administrative Operations team.

### RESPONSIBILITIES:

1. Provides significant technical support in managing SON testing laptops and supplies. This includes ensuring all laptops are operational, charged, and have the appropriate software needed for testing.
2. Provides significant support for operations management for the school. Responsible for supporting the day-to-day preparedness of the SON physical plant and other associated SON space. Serves as back up to the facilities coordinator and computer technician in supporting the oversight and coordination with university-wide departments, to ensure the proper operation and maintenance of the computers, equipment, heating and cooling, lighting, grounds, housekeeping, plumbing, security and communications for daily readiness. May serve as a contact and problem solver for IT and building concerns and issues as they arise.
3. Serves as a back up to the SON concierge. This includes answering the school's main phone line, managing portable chargers, testing supplies, loaner equipment, and a variety of other administrative tasks whenever the concierge is not at the front desk.
4. Facilitates the arrangement and movement of furnishing for classrooms, offices, and common areas utilized when requested. Must be able to lift 50 pounds in order to

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efficiently move tables, chairs, equipment, etc. when needed. Facilitates space event preparations as requested.

5. As directed, assists the facilities coordinator and computer technician with managing and organizing the on-site operations of IT/facility related projects. Works with campus IT, maintenance, movers, construction, and other related groups who provide services in the SON. Carries out projects as requested by the manager of technical operations and infrastructure related to the physical plant.
6. Works with the manager of technical operations and infrastructure, facilities coordinator, campus maintenance, building services and others to ensure the physical plant and grounds do not present life-safety issues for the SON's guests, employees, students and staff.
7. Works with facilities coordinator, computer technician, warehouse representatives and university surplus department to manage SON surplus in an efficient and responsible manner. Plans, manages, and may participate in the movement of storage across SON space.
8. Supports facilities coordinator with management of furniture stores for the SON. Works with furniture representatives and University Surplus department to meet needs and to manage SON surplus in an efficient manner.
9. Orders and manages an inventory supply of items needed to facilitate project work.
10. Serves as back up to the audiovisual specialist and computer technician to assist faculty, staff, and students in the operation of various pieces of audiovisual and computer equipment. May perform some preventive maintenance and minor repair on equipment as requested.
11. Serve as back-up to the Audiovisual Specialist and computer technician in acting as room coordinator for video teleconferences which includes responsibility for the set-up, testing, and take-down of equipment used in such sessions and for assisting faculty and staff using the facilities. May be asked to facilitate room checks to monitor classroom and conference room use.
12. Assists in maintaining security of all materials and equipment used in spaces supported by the SON.
13. Assists with opening and/or closing of the SON each day to ensure the security of all spaces managed by the SON when requested.
14. Performs other related duties as directed to support the missions of the School of Nursing.

### **QUALIFICATIONS:**

The position requires a Bachelor's degree. Two years of administrative support experience preferred. Must have strong interpersonal, detail-oriented, organizational and communication skills. Must be able to independently problem-solve and provide solutions. Should have a working knowledge of Microsoft Word and Excel software programs. Must be able to possess the necessary physical requirements, with or without the aid of mechanical devices, to safely perform tasks requiring sitting at a computer for extended periods of time, climbing stairs, bending, stooping, kneeling, and extensive walking significant distances between and within buildings on campus. To

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be successful in this position an individual should possess strong organizational, communication, work ethic and interpersonal skill. All work performed must be in accordance with SON and UAB policies and procedures, Core Values, and UAB Enterprise Code of Conduct.

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