

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

**Program Mgr. – SON Programs
“RMDC” Grant – Dr. Ketel
UAB Career Site #**

This is a full-time position. Under general supervision, the Program Manager (PM) supports the Project Director and orchestrates day-to-day operations for the Rural Maternal Disparities Consortium (RMDC) program. The PM coordinates multi-partner activities across the Alabama Department of Public Health (ADPH) districts; manages governance processes and meeting cadences; advances partner onboarding and agreements (MOUs/DSAs); supports deployment of maternal health services and leads data and reporting workflows. Responsibilities include logistics, budgeting support and reconciliation, procurement, materials development, communications, and compliance (HIPAA/IRB). Monitors and reports grant activities in accordance with the RMDC work plan and deadlines. The PM maintains audit-ready documentation and prepares routine sponsor (e.g., HRSA) reports.

RESPONSIBILITIES:

1) Program Operations & Logistics

- Stand up and maintain weekly internal huddles; develop agendas, minutes, decisions, and action logs.
- Manage calendars, meeting logistics, and documentation for quarterly Consortium meetings and monthly Maternal Health Coordination Taskforce sessions.
- Coordinate travel and reimbursements; handle procurements and requisitions in alignment with sponsor and university policy.
- Maintain a central repository (e.g., Teams/SharePoint) with version control for all program artifacts.

2) Partnerships, Governance & Agreements

- Manage partner onboarding, contact lists, and the MOU/DSA pipeline; coordinate with ADPH district leadership and community partners to secure timely signatures.
- Support drafting, review, and implementation of governance artifacts (Charter, Bylaws, SOPs), including meeting cadence, voting, and quorum processes.
- Plan and execute orientation sessions for consortium and clinical partners; maintain attendance and training records.

3) Data, Evaluation & Reporting

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- In coordination with the evaluation personnel, design of the minimum dataset (services, referrals, outcomes) and the data flow across UAB/ADPH/partners; support repository build and pilot testing.
- Schedule and document data quality checks (completeness, accuracy, timeliness); maintain data dictionaries and update schedules.
- Assist the Project Director with preparing monthly/quarterly dashboards and narrative summaries; compile sponsor reports (e.g., HRSA quarterly/annual), ensuring timely submission and PD review/approval.
- Support IRB submissions as needed and shepherd data-sharing agreements through legal/IT review.

4) Service Integration & Referral Workflows

- Coordinate cross-organization workflows among NFP of Greater Alabama, Mobile Health services, and ADPH clinics; maintain quick-reference guides and named points-of-contact.
- Track adoption, throughput, and feedback; facilitate rapid-cycle improvements in referral and follow-up processes.
- Organize outreach calendars and community engagement events in collaboration with partners.

5) Fiscal Stewardship & Compliance

- Assist with budget tracking and reconciliation; monitor allowability, spending forecasts, and variance explanations; maintain audit-ready files.
- Prepare and route purchase orders, contracts, and vendor payments per policy; coordinate travel authorizations and reimbursements.
- Ensure adherence to University and sponsor policies; uphold HIPAA/FERPA requirements and maintain participant confidentiality and data security.
- Maintain a risk/issue log; escalate barriers promptly and document resolutions.

6) Communications & Materials

- Draft project briefs, partner updates, orientation materials, and slide decks; maintain a shared style and file-naming convention.
- Support abstracts, presentations, and publications developed by the project team.
- Serve as a professional, responsive point-of-contact for partners, stakeholders, and vendors.

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7) Other Duties

- Perform other related duties as directed to support the missions of the School of Nursing and the RMDC program.

QUALIFICATIONS:

Candidates must hold a bachelor's degree in public health, nursing, health administration, social work, or a closely related field (master's preferred), and bring at least three years of progressively responsible program or project coordination experience in health, public health, or community-based initiatives, ideally on HRSA or state-funded projects. They should demonstrate the ability to facilitate multi-stakeholder meetings, develop SOPs, and manage MOUs and other agreements. Proficiency with Microsoft 365 (Excel, PowerPoint, Word, Outlook, Teams/SharePoint) is required, along with comfort using project tools such as Smartsheet or Asana and data tools such as REDCap or Qualtrics. Strong analytic skills, including pivot tables and charts, and experience producing concise dashboards; SPSS or other analytic software experience is not required but beneficial to role. Excellent written and verbal communication, interpersonal effectiveness, organization, time management, attention to detail, and initiative are expected. Candidates must understand HIPAA and human-subjects protections and be able to complete CITI training within 30 days of hire. They must have a valid driver's license and be able to travel across rural Alabama (up to approximately 35%). Preferred applicants will have experience in maternal-child health and/or rural health systems; familiarity with ADPH operations, Medicaid referral and reimbursement pathways, mobile health services, and nurse home-visiting programs (e.g., NFP); and a track record of preparing federal or state grant reports and maintaining audit-ready documentation. Success in this role requires equity- and community-centered practice with cultural humility; strong stakeholder engagement and relationship management; systems thinking and continuous quality improvement; data-informed decision-making and problem solving; and consistent professionalism, accountability, and ethical conduct. 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 and complete required training upon hire. Behaviors inconsistent with the Code may result in appropriate consequences. All duties will be conducted in compliance with University and sponsor policies and applicable laws and regulations, including HIPAA/FERPA and human-subjects protections.

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