Job Description

Job Title: Program Assistant 2 (UCP 4)
Job ID: 2019009
Location: Storrs Campus
Regular/Temporary: Regular

Job Posting

Under the direction of the Associate Dean for Research and Scholarship (ADR) within the Center for Nursing Scholarship and Innovation, the Program Assistant will provide programmatic support to the ADR as well as the DeLuca Foundation Visiting Professor in Innovations and New Knowledge. This position will provide a full range of confidential administrative and support activities for a variety of educational offerings throughout the School. This position requires the ability to work effectively with a wide variety of diverse individuals, to take direction from internal administrators, and to collaborate with the School’s leadership team.

DUTIES AND RESPONSIBILITIES

1. Assists the Associate Dean for Research and Scholarship, as well as provides programmatic support to the DeLuca Foundation Visiting Professor in Innovations and New Knowledge with administrative and organizational matters related to School and Innovation programs and activities. Assists with office duties and processes essential to the daily operation of the Associate Dean for Research and Scholarship and the Director of Innovation.
2. Serves as a resource to faculty and staff on matters relating to School programs, activities, and events. Serves as an authoritative source of information regarding the interpretation and application of policies and regulations governing department/division activities and programs.
3. Works closely with the program directors and manages the day-to-day administrative operations of the doctoral programs (PhD, DNP), coordinates and facilitates doctoral lunch & learn sessions, prepares doctoral progress reports, and directly assists doctoral students with the publication of defenses and abstracts. Support the DNP and PhD directors with programmatic and conference travel arrangements.
4. Responsible for the School’s Continuing Education program, which supports conference activities and the dissemination of earned continuing education credits used for professional licensing. Coordinates activities and conference details. Manages conference paperwork as an approved certifying School and required paperwork for the credentialing provider, including ongoing reports.
5. Serves as a first point of contact for the Certificate Programs (such as Holistic Health, Health Professional Education, and Pain Management); provides administrative support with authority to make decisions within established practices and policies; ensures regulatory requirements are met for out-of-state on-line certificate programs and clinical placements.
6. Carries out special assignments in accordance with School-wide goals including support of the program evaluation process and the E-campus state approval process for graduate student clinical programs. Provides research and report writing, requiring consultation with other staff members, University offices or departments.
7. Arranges and participates in related support activities that may include organization, logistics, correspondence and supervision of events and conferences.

MINIMUM QUALIFICATIONS

1. Bachelor’s degree in English, Communication, Management or related field
2. Three (3) to five (5) years’ experience and extensive knowledge of office administration and program management.
3. Demonstrated experience exercising discretion and judgment in the management of confidential matters. Ability to independently resolve problems of usual difficulty, and exercise judgement regarding administrative detail and procedures.
4. Excellent interpersonal skills with proven ability to work effectively with a wide variety of individuals including faculty, staff, students, University administrators and external constituents.
5. Excellent written and oral communication skills, organizational skills and attention to detail.
6. High-level of proficiency with Word, Excel, PowerPoint and Outlook.
7. Demonstrated ability to perform data management, and record keeping.
8. Experience in scheduling, organizing and managing events, including multiple calendars.
9. Experience managing multiple tasks while complying with due dates.

PREFERRED QUALIFICATIONS

1. Master’s degree
2. Five or more years of administrative experience
3. Experience with program administration in higher education or similar environment.
4. One year or more experience in an office with direct student contact.
5. Experience using Microsoft Access
6. Experience developing and managing databases
7. Experience with education-related accreditation

APPOINTMENT TERMS

This position is a full-time, 12 month, permanent position. Salary is commensurate with experience and includes full benefits.

TO APPLY

Interested applicants should apply online through UConn Jobs at www.jobs.uconn.edu, Staff positions (Search 2019009). Please include a cover letter, resume, and the names and contact information for three professional references. Please provide a writing sample and be sure your application materials demonstrate how you meet the qualifications for this position. Screening will begin immediately. Employment of the successful candidate is contingent on the successful completion of a pre-employment criminal background check (Search #2019009). Include the search number in all correspondence.

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on August 24, 2018.

All employees are subject to adherence to the State Code of Ethics which may be found at http://www.ct.gov/ethics/site/default.asp.