**UAB Student Life**

**Case Management Specialist**

**Graduate Students**

The University of Alabama at Birmingham Office of Student Life and the Graduate School invite applications for the position of *Case Management Specialist*. The position is responsible for developing, implementing, and maintaining a case management system designed to coordinate, facilitate, and monitor programs and services available to distressed graduate students. The position also serves as adviser to the Graduate Student Association (GSA), the student governance structure through which graduate students are represented to the UAB Administration. The position reports to the Director of Student Engagement.

**PRIMARY RESPONSIBILITIES**

* Coordinate, facilitate, and monitor provision of programs and services to distressed graduate students from various university departments and community organizations (i.e. Office of the Assistant Vice President for Student Life, DSS, Academic Advising, Counseling & Wellness, Student Health Services, Care Team, Student Engagement, Police, Women’s Center, etc.). This may include working with GSA student leaders (executive council, senate, and committees) on the planning and operation of the GSA, creation and achievement of short and long term goals, guidance on budget, and attendance in an advisory capacity at all official meetings, conferences, retreats, etc.
* Provide GSA leadership with opportunities for leadership development, organizational development, service/program planning and evaluation. Serve as adviser to the Graduate Student Association (student governance);
* Provide GSA training in essential leadership skills (i. g. program planning, budgeting, diversity and multiculturalism, conflict resolution, leadership styles, etc.) to execute council, senate and committee members to ensure success in programming and service areas.
* Serve as liaison between the GSA and staff in the Graduate School;
* Continue development of student governance structure for graduate students;
* Coordinate with Counseling & Wellness and UAB Psychiatry to assist and support students in connecting with community resources for mental health care. This may include, but is not limited to: scheduling phone appointments for students who need referral information, meeting with students to discuss barriers to accessing community resources, and providing case management for students who are in distress;
* Serve as primary point of contact for faculty and staff working with graduate students to express concerns regarding students who are exhibiting symptoms associated with distress;
* Assess student needs, and, as appropriate; refer to university and/or community services;
* Provide crisis intervention for students with immediate definable needs, such as shelter, food, and financial;
* Develop, implement, and maintain a system for follow-up with students who have been referred to campus and community resources (therapists, psychiatrists, clinics);
* Participate in the UAB Care Team;
* Collaborate with Graduate School administration and staff, program/theme directions, faculty and staff throughout the university to involve students in the student governance structure.

**REQUIRED QUALIFICATIONS**

* Bachelor’s degree required. Master’s preferred in Higher Education administration, counseling, social work, or related field;
* Concentrated experience working with distressed individuals within a higher education and/or community setting;
* Demonstrated ability to work with diverse constituencies both on and off campus;
* Strong communication, mediation, and interpersonal skills;
* Strong organizational skills;
* Demonstrated ability to deal with crisis situations;
* Demonstrated commitment to the values of cultural and ethnic diversity.

**PREFERRED QUALIFICATIONS**

* 1-2 years of concentrated experience working with distressed individuals within a higher education and/or community setting;
* Experience in advising student governance structure at the graduate level;
* Master’s degree in Higher Education Administration, counseling, social work, or related field.

**SALARY**

* $30,000 - $40,000 commensurate with experience and other qualifications.