

Duke University School of Nursing

Job Description

HR Title: Administrative Assistant

Working Title: Administrative Assistant DEIB

Job Code: 1004

Job Level: 10

Updated: 10-11-23

General Purpose

Experience in higher education preferred. The Administrative Assistant, for Diversity, Equity, Inclusion and Belonging (DEIB) provides administrative support of a complex and confidential nature to the Vice Dean of Diversity, Inclusion and Belonging (DEIB). Responsible for calendar, scheduling outlook and zoom meeting invitations. Using Microsoft Office Suite products to type up summaries, manage day-to-day communication among internal and external stakeholders, prepare and maintain records and reports of program's progress and growth, expenditure of funds, and annual reports. Create and organize shared folders in Box. Support efforts and contribute to developing of evaluation methods for tracking diversity, inclusion and belonging outcomes (students, staff and faculty) and other community level benchmarks.

Supervisor

This position reports to the Vice Dean for Diversity, Equity, Inclusion and Belonging (DEIB).

1. Operations - Perform complex, diverse, and confidential administrative support activities for the Associate Dean, DEI. Coordinate a busy and changeable calendar for the Vice Dean. Tasks include scheduling meetings, sharing materials and taking minutes.
2. Budget management - Manage specific budget activities for including maintaining records and informing appropriate staff members of financial status of projects. Process travel arrangements, meetings, and visits. This includes making reservations, registering, and preparing reimbursements and reports. Process Procurement Card transactions in accordance with expense reimbursement guidelines.
3. Communication and Correspondence - Independently compose correspondence, memos, meeting agendas, minutes, and complex reports, including those requiring compilation of data. Maintain calendar of programs and meetings.
4. Meetings / Event Planning - Coordinate and plan specific details of events and distribute invitations and reminders. Maintain recurring meetings to include notification of attendees regarding location and time. Identify appropriate space and technical/AV (including proficiency in use of tele- and video- conferencing software) for events for educational events, retreats, meetings, and those related to special guests/visiting speakers.
5. Record Keeping - Develop and manage various databases in support of the Vice Dean, DEIB. Process minutes or other records of various meetings and provide status updates for projects and events. This includes assistance in preparation of written reports and presentations related to DEIB activity.
6. Technology and marketing - Serve as the DEIB point of contact for the editing and maintenance of online materials ensuring information is up to date. Maintain proficiency in software for secure online surveys, scheduling programs, and meeting support.
7. Perform other related duties incidental to the work described herein.

Requirements

Work requires a general educational background normally equivalent to a full high school education plus two years post-secondary education in a healthcare, education or other business-related field. Work requires 4 years related business or administrative experience to become familiar with general personnel practices, accounting and

budgeting principles and coordination of major office activities.

OR ANY OTHER EQUIVALENT COMBINATION OF RELEVANT EDUCATION AND/OR EXPERIENCE

Skills

- Anticipate needs and proactively bring together appropriate people and resources to support Vice Dean.
- Demonstrate proficiency in the use of a range of technological tools to perform various tasks. Examples include MS Word, Excel, and PowerPoint, Zoom, Outlook and Box.
- Interact in a professional and efficient manner with all levels of leadership and staff in the School of Nursing.
- Demonstrate sound judgment when dealing with sensitive issues including personnel and business matters.
- Demonstrate excellent communication skills, especially when working with leadership to prioritize requests for time and support of ongoing projects. This includes verbal skills and writing ability.
- Promote diversity, equity, inclusion and belonging working with team members, students, faculty, and other stakeholders.