

Duke University School of Nursing

Job Description

HR Title: Administrative Assistant

Working Title: Dean's Office Administrative Assistant

Job Code: 1004

Job Level: 10

Updated 9/2023

Occupational Summary: Apply knowledge and skills to handle routine and non-routine administrative matters of varying complexity. With minimal supervision, latitude for discretion and independent judgment, provide a high level of administrative support to the Interim Dean for School of Nursing. This position is 100% on site at the School of Nursing.

Supervisor: This position reports to the Director of Administration, Dean's Office.

Essential Duties:

1. Day to day Dean's Office operations:
 - Act as receptionist and greeter for the Dean's Suite; triage incoming calls appropriately.
 - Independently manage "day to day" office and conference room; including but not limited to stocking refreshments, ordering office supplies, managing flowers, gifts and cards, mail pick-up and delivery, monitoring of office telephone messages.
 - Using independent discretion and knowledge of School, assist with the planning and/or preparation for meetings, conferences, appointments, conference calls, etc. Ensure that all meeting materials are complete and organized to the Dean, and meeting participants.
 - Liaison with School of Nursing, Provost Office, University and Duke Health offices for purposes of coordination of meetings with the Dean's Office.
 - Gather, sort, and prioritize incoming mail, and forward as directed by the Dean. Use discretion to alert appropriate party to priority items. Process all outgoing regular mail and federal express packages.
 - Using independent judgment, complete special administrative tasks and projects of varying complexity as assigned by the Dean and Administrative Director.
 - Serve as back up to the Dean's Office executive assistant. *

2. Manage Dean's travel:
 - Assist Executive Assistant in booking the Dean's travel (air transportation, ground transportation, hotel, etc.)
 - Coordinate with all internal and external people for his visits, conferences, seminars and presentations and agenda's. Making sure the Dean has details on the who, what, for all of his meetings, including bio of the people he will meet and purpose of meeting.
 - Process all Dean's Office reimbursements, submission of procurement card receipts, and submission/tracking of the travel and non-travel reimbursements. Process all P-card charges and receipts for the Dean, Administrative Director, and Executive Assistant through Concur.

3. * While serving as back to the Dean's Office executive assistant:
 - Assist the Executive Assistant in managing the Dean's calendar in an organized fashion, and coordinate with other schedules. Anticipate and assess meeting and agenda needs and plan accordingly. Compile and organize agendas, background and research materials necessary for the Dean to review in preparation for meetings and events as needed.
 - Assist Executive Assistant with the coordination and arrangement of visits for Dean's Office consultants, visitors, and guests as needed; by arranging travel services, accommodations, and or car services; maintain records of guests' travel expenditures; submit forms for reimbursement. On an as needed basis, independently follow up to ensure all payments, reimbursements, and honorariums, are received.
 - Work closely with the Dean's office staff, internal and external groups to provide support of all aspects of luncheons and other events hosted by the Dean's office; including sending out invitations and distribution, RSVP tracking, announcements, IT support, facilities management, room reservations (if held outside Dean's Suite) catering coordination, set-up, etc.

- In collaboration with the Executive Assistant, develop and maintain highly confidential Dean's Office files (electronic) as needed, having detailed knowledge of file purpose and contents.
- Ensure consistency between the electronic and regular files. Files may include the Dean's correspondences, presentations, letters of support and donor letters.
- Organize and support the preparation of research-related activities of the Dean as needed; including manuscript preparation, grant applications, progress reports, data-use agreements, and library searches.

4. Perform other related duties incidental to the work described herein.

Education/Training

Work requires a general educational background normally equivalent to a full high school education plus two years post-secondary education in a business-related field.

Experience

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.