

Duke University School of Nursing

Job Description

HR Title: Administrative Assistant

Working Title: IPEC Administrative Assistant

Job Code: 1004

Job Level: 10

Updated: 7-18-22

General Purpose

The IPEC Administrative Assistant position will provide administrative support of a complex and confidential nature to the Director of the Center for Interprofessional Education and Care (IPEC), the associate directors, and program coordinator. The administrative assistant will also perform administrative duties in support of advisory and other ad hoc committees and workgroups convened to support the work of the Center.

Supervisor

This position reports to the Associate Dean and Director of the Duke Health Center for Interprofessional Education and Care (IPEC).

Essential Duties

1. Operations:
 - Provide material and administrative support for the work of the center and the well-being of its team members and constituents.
 - Support the work of the major committees advising the Center, including the Executive Advisory, Student Advisory, and Evaluation Committees. Tasks include scheduling meetings, sharing materials, and taking minutes.
 - Serve as a primary contact for the Center and triage issues for review and response by the Director, Assistant Directors, and Program Coordinator.
2. Budget management:
 - Reconcile the transactions to the financial report monthly. Manage Center purchases, inventory of materials to support events and meetings, and budget reconciliation and reports for those meetings
 - Process travel arrangements, meetings, and visits (This includes making reservations, registering, and preparing reimbursements and reports.)
3. 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 needs for events for educational events, retreats, meetings, and those related to special guests/visiting speakers of the Center.
4. Technology and Marketing:
 - Serve as the division point of contact for the editing and maintenance of online materials ensuring information is current and appropriate
 - Produce, when appropriate, electronic communications or print materials advertising or featuring Center events or updates
 - Maintain, as necessary, proficiency in use of a range of software needed to support event preparations, planning and evaluation, including use and management of shared servers, data collection and management software, secure online surveys, scheduling programs, learning management systems and meeting support software.

5. Meetings:
 - Plan meetings of Center faculty, staff and committees and provide necessary agendas and supporting materials for use and any technical needs, including proficiency in use of tele- and video-conferencing software
 - Identify appropriate space and technical/AV support for meetings.
6. Scheduling:
 - Coordinate schedules for center faculty and staff with a high degree of accuracy
 - Manage a comprehensive view of Center-related meetings, presentations, and appointments
7. Record Keeping:
 - Process minutes or other records of various meetings and provide status updates for all projects and events. This includes assistance in preparation of written reports and presentations related to Center activity
8. Communication and Correspondence:
 - Independently compose correspondence, memos, meeting agendas, and complex reports, as requested, including those requiring compilation of data.
9. 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 the faculty in addressing divisional interests.
- Demonstrate proficiency in the use of a range of technological tools to perform various tasks. Examples include MS Word, Excel, and PowerPoint, Zoom, Qualtrics, Outlook, Sakai, Canvas, and Box.
- Interact in a professional and efficient manner with all levels of leadership and staff in the division, institution, and external colleagues.
- 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, and inclusion in working with team members, students, faculty, and other stakeholders.