

## **Duke University School of Nursing**

### **Job Description**

**HR Title: Administrative Assistant**

**Working Title: Administrative Assistant, Office of Vice Dean for Faculty Affairs and Development Job**

**Code: 1004**

**Job Level: 10**

Updated 12/15/2022

### **General Purpose**

With minimal supervision, latitude for discretion and independent judgment, provides a high level of administrative support to the Vice Dean for Faculty Affairs and Development.

### **Supervisor**

This position reports to the Vice Dean for Faculty Affairs and Development (VDFAD)

### **Essential Duties**

1. Provide executive administrative support to the VDFAD and the Director of Faculty Affairs including, but not limited to, preparation of reports/presentations, compilation & organization of faculty development activities. Compile & organize agendas, background, and research materials necessary for the VDFAD to review in preparation for presentations at the national, university and school level.
2. Maintain liaison with appropriate personnel in HR, Faculty Affairs at the university level, division chairs and Assistant deans of the graduate programs and the Business Office at the school level as well as other relevant university departments and external circle of contacts associated with work of the office.
3. Develop, populate, utilize, and maintain large databases with highly confidential data on faculty affairs. Prepare data visualization reports and dashboards with benchmarks using established metrics.
4. Independently compose correspondence, memos, meeting agendas, and complex reports, including those requiring compilation of data for VDFAD. Develop and deploy surveys for non-regular rank faculty, compile data and prepare reports for use by the school during budget and strategic planning sessions. Assist with preparation of budgets and assist with grant development; monitor, verify and reconcile expenditure of budgeted funds as appropriate.
5. Use professional communication, strategic scheduling and post-visit evaluation measures for faculty candidates. Analyze data from evaluation reports and summarize for VDFAD and Chair of search committee. Prepare complex data driven reports for the chair of the APT committee to use for process improvement measures.
6. Arrange complex travel arrangements including flights, hotel, local transportation and social events for visiting faculty candidates. Monitor and evaluate program effectiveness using qualitative and quantitative program evaluation strategies and techniques; investigate trends, and recommend and implement modifications to improve program effectiveness. Reconcile expenditures of all travel, domestic and international for VDFAD office. Independently follow up to ensure all payments, reimbursements, and honorariums are received.
7. Using databases and benchmarks, track and monitor faculty applicant packets and APT dossiers for timeliness against established benchmarks. Notify VDFAD of packets approaching the benchmark outliers and work for resolution to bring back into compliance. Work with VDFAD to compile historical metrics for packets and dossiers.
8. Use large university developed data bases to prepare reports and measure outcomes against standardized metrics established by the office of VDFAD. Develop and maintain extensive VDFAD e-file systems. Assist with maintenance of highly confidential files that may contain financial, budgetary, and salary information; including VISA, immigration/residency data. Contribute to the development and efficient execution and

oversight of guidelines for streamlining, archiving, and purging files in accordance with university standards and needs of DUSON.

9. Support VDFAD and director of Faculty development in academic and administrative roles, including the development of PowerPoint, functional knowledge of Sakai, Duke HUB and other academic support systems, including data management. Support the DUSON search committee and the Appointment promotion and tenure committee activities
10. 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 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.

### **Preferences**

Bachelor's degree. Five years of increasingly responsible administrative experience.

Demonstrated Knowledge and Skills:

- Effective written and verbal communication
- Time management, especially ability to flex effort with changes in the work flow
- Problem solving and prioritization skills
- Initiative balanced with judgment when responding to requests
- Able to develop effective working relationships with diverse individuals/groups
- Ability to work with sensitive information and maintain confidentiality
- Proficient in Microsoft Office and database software
- Budget management
- Project management