

Duke University School of Nursing

Job Description

HR Title: Administrative Assistant

Working Title: Administrative Assistant, Office of Global and Community Health Initiatives (OGACHI)

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 Associate Dean of Global and Community Health Affairs, the Office of Global and Community Health Initiatives, and DUSON Community Health Improvement Partnership Program (D-CHIPP).

Supervisor

This position reports to the Associate Dean of Global and Community Health Affairs (ADGCHA).

Essential Duties

1. Provide executive administrative support to the ADGCHA and two faculty directors to include, but not limited to, preparation of reports/presentations, compilation & organization of vacation schedules and staff development activities, and calendar management. Coordinate with other schedules of similar complexity. Compile & organize agendas, background, and research materials necessary for the ADGCHA to review in preparation for meetings and events.
2. Maintain liaison with appropriate personnel in relevant university departments and external circle of contracts associated with work of the office.
3. Gather, sort, and prioritize incoming mail; alert appropriate party to priority items; handle all outgoing mail and/or packages. Assist with or independently handle large mailings.
4. Independently compose correspondence, memos, meeting agendas, and complex reports, including those requiring compilation of data for OGACHI team and D-CHIPP.
5. 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.
6. Independently coordinate all domestic and international travel for students, staff, faculty, and guest lecturers of faculty. Reconcile expenditures of all travel, domestic and international for OGACHI programming. Independently follow up to ensure all payments, reimbursements, and honorariums are received.
7. Manage and coordinate all gifting associated with visits to and from domestic and international professionals, as appropriate.
8. Develop and manage various databases in support of OGACHI, to include but not limited to GCIE activities, student and faculty files, and individual and group retrieval for mass mailings. Develop and maintain extensive OGACHI hardcopy and 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 OGACHI.
9. Assist with preparation of budgets and assist with grant development; monitor, verify and reconcile expenditure of budgeted funds as appropriate.
10. Support international students, scholars, and delegations visiting DUSON.

11. Coordinate public relations activities related to global programming to include, but not limited to the Global Conversations Lecture series and Lunch and Learn sessions.
12. Support ADGCHA and two faculty directors 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 ADGCHA with conducting literature reviews and internet searches for specific information.
13. 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