

Duke University School of Nursing

Job Description

HR Title: Administrative Director

Working Title: Chief of Staff

Job Code: 1816

Job Level: 98

Updated 10/01/2024

General Purpose

The Administrative Director is responsible for proactive support of the Dean and management of the Dean's Office. Provides overall direction of a significantly complex administrative function. Provide administrative leadership and coordination of various business-related functions including finance, budget, personnel, and policy interpretation in support the Dean's Office.

Supervisor

This position reports to the Dean of the School of Nursing.

Essential Duties

1. Direct, manage and supervise the executive assistant, administrative assistant and the project planner and other Dean's Office staff as assigned
2. Manage the daily operation of the Dean's Office by assisting in developing administrative goals and priorities for the office; communicating, implementing, interpreting and revising office policies and procedures as appropriate; facilitating process improvement analysis for the Dean's Office; and maintaining knowledge of technology needed to support the Dean and work of the office. Provide administrative direction in the formulation, interpretation and administration of current and long-range policies, and procedures.
3. Facilitates the ability of the Dean to manage executive functions by advising the Dean regarding key constituencies, providing context and background information on issues, and coordinating research, projects, meetings and initiatives, as assigned.
4. Work with the Dean to establish his/her strategic priorities for a 12-month period and arrange reporting of priority projects on a regular basis.
5. Work with Dean's executive support staff to strategically plan the Dean's attendance at internal and external events and ensure preparation of relevant documents and briefing material, including speeches.
6. Establish excellent working relationships with key stakeholders, for example: the SON's Leadership team, SON's Dean's Advisory Committee, SON's Board of Directors, SON's Board of Visitors, SON's Alumni, SON's Nursing Advisory Committee and the University Administration.
7. Develop a good understanding of current issues and provide related timely advice to the Dean.
8. Represent the Dean at meetings when the Dean's attendance is not required.
9. Help bring issues to the surface and ensure that they are considered, appropriate action is taken, and the results communicated throughout the organization as appropriate and in a timely manner.
10. Rely on extensive experience and judgment to plan and accomplish goals.
11. A wide degree of creativity and latitude is expected.
12. Develop understanding of the formal structure of the organization and interface appropriately. Proactively and in a way that anticipates the needs of the Dean and those meeting with the Dean

oversees the Dean's itinerary for each day to ensure it is well coordinated and planned including managing a busy and shifting Dean's calendar, scheduling and coordinating meetings, conferences and events, and ensuring the Dean is well prepared in advance for meetings and presentations with meeting materials, background information and directions.

13. Ensures the Dean's Office team performs advanced and confidential and administrative duties such as attending meetings for the purpose of meeting minutes, preparing and distributing reports, preparing meeting agendas, memos, and correspondence. Review correspondence and create draft responses for the Dean as appropriate, or forward to the appropriate person for response and/or reply.
14. Completes a variety of non-routine assignments and projects in support of the Dean.
15. Conducts research and works with Associate Dean of Communications to prepare drafts of speeches, presentations and talking points for the Dean.
16. Manage all personnel-related matters for the Dean's Office by leading and participating in hiring decisions for direct reports in coordination with the Dean and coordinating and facilitating staff performance development. Ensure compliance with university policies and procedures for all personnel related matters.
17. Manage the Dean's Office budget, Dean's administrative discretionary account and other fiscal and spending planning for the Dean's Office in coordination with the Dean, including managing the Office's operating budget, assisting in budget preparation and control, and analyzing unit operating procedures; effectively administer, develop and monitor contracts with Dean's Office outside vendors/consultants; analyze budgetary data trends and advise the Dean of significant changes or discrepancies. Ensure compliance with university policies and procedures for all financial matters.
18. Liaison with School of Nursing, Provost, President and Duke Health offices for purposes of coordination with the Dean's Office. Maintain liaison with all levels of administration, faculty and outside organizations to coordinate unit business, accomplish directives and facilitate the resolution of problems.
19. Represent the Dean in meetings and conferences and other affairs of an administrative nature as requested by the Dean.
20. Perform other duties as assigned.

Requirements

Education/Training:

Work requires a bachelor's degree in business administration, Hospital Administration, Accounting or a closely related field.

Experience:

Work requires a minimum of nine years progressively responsible experience in administrative management, to include proficiency in budgeting, grants and contracts, personnel supervision and space and facilities management. Experience as a high-level administrative support of a senior leader or executive and project leadership experience required to acquire competence in applying general personnel practices and coordination of major administrative functions required. A working knowledge of the academic setting is required.

A master's degree in business administration, Hospital Administration, Accounting or a closely related field may substitute for two years of required experience.

OR AN EQUIVALENT COMBINATION OF RELEVANT EDUCATION AND/OR EXPERIENCE

Preferences:

The preferred candidate will have significant experience managing the office of a busy executive and supporting that executive. They will possess advanced organizational skills, be an effective leader of others, while also willing to frequently perform the work of the office themselves. The preferred candidate will also exhibit sensitive, disarming and effective communication skills, understand the importance to the organization of the executive being well supported, can work within deadlines and as a team-player, and have a history of being successful in the development of presentations, speeches and completing projects.