Staff Assistant
Duke Careers Job Req 7277

Description

It's an exciting time at Duke Science & Society with so much happening. We are looking for a dynamic individual who is detail-oriented, organized, efficient, and eager to help with our financial management, events, programs, and projects. Our undergraduate and graduate students participate in the Master of Arts in Bioethics & Science Policy, Huang Fellows, SLAP Lab, and SciPol (an online science policy tracker).

As a Staff Assistant, you will help to keep us coordinated, on track, and engaged with students. This is a great opportunity for someone looking to work for a major university with the possibility of pursuing fulltime career tracks as this position enables you learn the ins and outs of Duke policies.

Occupational Summary

Perform responsible administrative duties of a complex and confidential nature in support of the Duke Initiative for Science & Society. Manage varied clerical and administrative responsibilities and maintain efficiency in organizational operations. Assist the Director as needed, including arranging for and scheduling appointments, meetings, and speaking engagements; supervising the preparation of materials for meetings, and making travel arrangements. Support S&S faculty, staff and students with procurement, expense reports, and reconciling program budgets.

Work Performed


Assist with Payroll for Duke student hires, honoraria, and non-compensatory payroll. Arrange office space, telephone, keys, Duke IDs, etc. for new S&S hires working at the North offices of S&S.
Monitor RSVPs to S&S workshops, meetings, and other S&S events, especially those at the North office. Arrange catering and all meeting logistics. Send emails with reminders including the event details.

Monitor and order office supplies for S&S offices. Assist with office renovations and moves. Troubleshoot operational issues (i.e. HVAC, insects, etc.) and organize maintenance crews as needed.

Maintain liaison with other graduate programs, offices, and departments at Duke to coordinate business and to accomplish objectives; interface with external organizations as appropriate to ensure cooperative efforts are enhanced and available resources are utilized.

Perform other related duties incidental to the work described herein.

**Preferred Skills and Experience:**
Must have excellent computer skills, written and verbal communications skills, thorough knowledge of Microsoft Office, and attention to detail. Knowledge of Duke systems is preferred. At least two years of administrative experience is preferred. Light lifting and carrying is required.

**How to Apply:**
Please submit your resume and cover letter to ScienceandSociety@duke.edu and apply via the Duke HR Portal: [http://careers.duke.edu](http://careers.duke.edu) Job Req 7277.