Job Description
Duke Science & Society Staff Assistant
Job Req 21990
Apply at https://careers.duke.edu

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, the Science & the Public Certificate, and the Digital Intelligence Certificate. 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. You will manage varied clerical and administrative responsibilities and maintain efficiency in organizational operations. You will supervise the preparation of materials for departmental meetings; you will manage scheduling and make travel arrangements. You will support S&S with recruitment, onboarding, and hiring processes, as well as departmental financial management such as procurement, expense reports, and reconciling program budgets.

Work Performed

Support department finances and administration. Monitor, verify, and reconcile expenditures of budgeted program accounts. Clear monthly Duke Visa transactions in a timely fashion. Prepare monthly budget reconciliations via SAP for various S&S accounts. Set up purchase orders and pay other invoices according to Duke policies and procedures. 40%

Support S&S events and programming. Monitor RSVPs to S&S workshops, meetings, and other S&S events. Arrange catering, travel, and all meeting logistics. Send emails with reminders including the event details. 30%

Monitor office operations, specifically WRT technology, phones, printers. Screen and route S&S inbox email. Assist with office renovations and moves. Oversee processes for maintaining spaces shared with other teams like I&E. 20%

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. 10%

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.

Duke University is an Affirmative Action/Equal Opportunity Employer committed to providing employment opportunity without regard to an individual's age, color, disability, gender, gender expression, gender identity, genetic information, national origin, race, religion, sex, sexual orientation, or veteran status.

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 the Duke HR Portal: http://careers.duke.edu, job requisition 219970