STAFF ASSISTANT

Job 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 events, programs, and projects. Our undergraduate and graduate students participate in the Master of Arts in Bioethics & Science Policy, Huang Fellows, Reimagine Medicine, SLAP Lab, and SciPol (an online science policy tracker). As our Staff Assistant, you will be at the center, helping to keep us coordinated, on track, and engaged with students. This is a great opportunity for those looking to work for a major university with long-term 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

- Support department finances and administration. Monitor, verify, and reconcile expenditures of budgeted program accounts. Clear Duke Visa transactions within ten days of expense. Monitor and prepare expense reports for all social media (such as Google Adwords and Facebook). Prepare monthly budget reconciliations via SAP for various S&S accounts.

- Assist the Associate Director with recruitment and onboarding of new staff and faculty to S&S. Post jobs on BrassRing, Academic Jobs online, LinkedIn, school websites, and other job boards. Arrange interview schedules and communicate with S&S staff. Contact candidates regarding interview schedule, parking, and other interview logistics. Coordinate job feedback mechanisms for staff to review interview candidates. Track recruitment records for internal audits. Perform identify checks (I-9) and organize background checks as needed. Arrange office space, telephone, keys, Duke IDs, etc. for new hires. Provide onboarding packet of materials.
- Monitor the S&S Inbox daily. Forward inquiries to appropriate staff and faculty. Input Master’s program students into the S&S database (Insightly) and respond with prepared template as appropriate. Serve as first point of contact for questions and information, including fielding requests for program information.

- Monitor RSVPs to MA and other S&S webinars, trainings, and other S&S events. Send emails with reminders including the event details.

- Monitor and order office supplies for S&S offices. Oversee office renovations and moves. Troubleshoot operational issues (ie. HVAC, insects, etc.) and organize maintenance crews as needed.

- Maintain calendar for the MA program and for Science & Society. Arrange for and schedule meetings; supervise the preparation of materials, arrange selected S&S events, such as new employee welcome events, team building, team meetings, birthdays, etc.

- 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 four years of administrative experience is preferred. Light lifting and carrying is required.

**To Apply**

Interested candidates should submit a resume and cover letter to madeline.liddicoat@duke.edu and through Duke’s HR Portal. Job Requisition Number #401516181.