



Position Available

POSITION TITLE:	Staff Assistant, Level 08
JOB CODE:	0148
JOB LEVEL:	08
JOB FAMILY:	06 (Office Support - Secretarial)
WORK SCHEDULE:	8am – 5pm Monday – Friday (limited flexibility)
DEPT CONTACT:	David Mixon (david.mixon@duke.edu) 681-8042

POSITION SUMMARY:

Perform administrative and clerical duties of a complex and confidential nature in support of RENCI Center at Duke University and OIT departmental or divisional activities to support Assistant Vice Presidents (AVPs), Directors and Managers and to maintain efficiency of departmental or divisional office operations.

DUTIES AND WORK PERFORMED

- Calendaring and scheduling responsibilities using dCal (an Oracle based product), or other shared calendaring systems, including scheduling multiple complex meetings in separate calendaring products for various staff members concurrently
- Telephone screening/triage which involves interviewing callers, answering questions concerning departmental or divisional activities, transmitting instructions and/or information to and from staff members, making proper referrals as necessary
- Preparing materials and make arrangements for conferences and travel, including preparing travel expense summaries and reconciliations
- Preparing necessary documents for supervisor's use in meetings; may attend meetings to take minutes or provide information as requested
- Coordinating with RENCI/UNC-CH Financial Managers on administrative/financial tasks, including monthly staff leave reports, procurement card receipts, and research proposal preparation
- Participating in bi-weekly staff meetings and bi-weekly one-to-one meetings with Manager as requested
- Serving as liaison with external vendors and constituents as requested
- Supporting audio/visual capable conferences and meetings in RENCI Center at Duke and at American Tobacco Campus (ATC) locations by training users and providing assistance with A/V electronics operation.

- Work with OIT Office Manager to ensure new hires and transfers to RENCI Center at Duke have all appropriate needs upon arrival (space, phone service, business cards, etc.)
- Work with OIT Office Manager for key office services for RENCI Center at Duke (copier, printer, fax machine maintenance/supplies, break room and conference rooms, central office supply ordering and inventory, mail distribution, etc);
- Interfacing directly with Parking Services to secure appropriate passes and ensure appropriate billing; serving as the RENCI Center at Duke's liaison for parking special requests
- Ordering and managing inventory of office, conference room and break room supplies as needed
- Organizing and maintaining files of records, reports and correspondence required for reference and efficient operation of RENCI Center at Duke

The above statements describe the general nature and level of work being performed by individuals assigned to this classification. This is not intended to be an exhaustive list of all responsibilities and duties required.

SOFT SKILLS:

- ❖ Demonstrated ability to work as a team in a fast-paced, frequently-changing environment
- ❖ Exceptional verbal and written communication skills
- ❖ Excellent time-management and organizational skills
- ❖ Strong focus on customer support and service
- ❖ Strong analytical skills for prioritizing work load and working with complex scheduling/calendaring assignments

SUPERVISORY RESPONSIBILITIES:

N/A

EDUCATION:

Work requires a broad knowledge of clerical and accounting principles and practices normally acquired through two years of post secondary education in office management or a related business field. Ongoing training is encouraged to update those skills necessary for performing current and evolving job-related tasks.

EXPERIENCE & SKILLS:

Work generally requires two years of related administrative/clerical experience to acquire skills necessary to administer office functions related to office management,

varying degrees of business communications, and appropriate use of software and other administrative tools.

OR AN EQUIVALENT COMBINATION OF RELEVANT EDUCATION AND/OR EXPERIENCE

- ❖ Strong knowledge of Windows operating systems, particularly Word and Excel

WORKING CONDITIONS:

Normal office environment.

DATE OF POSTING:

June 26, 2008

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