

**Duke University**  
**OFFICE OF INFORMATION TECHNOLOGY**  
**POSITION AVAILABLE**

**POSITION TITLE:** Executive Assistant to the VPIT & CIO

**JOB CODE:** 2098

**JOB LEVEL:** 0

**JOB FAMILY:** 28 (Administrative & Managerial)

**WORK SCHEDULE:** 8:00 am – 5:00 pm M-F

**DEPARTMENT CONTACT:** Stephanie Dott  
919-681-7081  
stephanie.dott@duke.edu

**POSITION SUMMARY:**

This position is responsible for performing administrative and complex secretarial, clerical and office duties in support of the Vice President for Information Technology (VPIT) and Chief Information Officer. This position provides additional services in support of the strategic goals of the Office of Information Technology (OIT) as well as for other members of the OIT division. The Executive Assistant coordinates workflow within the OIT division and manages the smooth running of the OIT administrative office, including serving as the initial contact person for visitors, inquiries and information requests. This position performs a variety of administrative duties with wide latitude for exercising discretion and judgment. As a member of a fast-paced administrative division, the Executive Assistant works closely with management and other administrative staff in coordinating day-to-day operations.

**DUTIES & WORK PERFORMED:**

- Maintaining calendars and scheduling appointments and meetings, including prioritizing and screening, using own judgment
- Answering phones, taking messages, screening, triaging and addressing inquiries to the Office of the VPIT
- Acting as a liaison for the OIT organization to external constituents
- Arranging for and announcing meetings and special events (internal and external, including conferences and workshops)
- Taking minutes at the IT Extended Staff monthly meeting, and other meetings as requested, and following up on action items as requested
- Establishing, maintaining and managing shared electronic filing system for the VPIT/CIO office

- Making travel arrangements for VPIT and other staff members as requested; creating travel itineraries and completing travel expenditure forms
- Making arrangements for on-site job interview candidates as requested, including setting up interview schedule, overnight accommodations and travel itineraries
- Researching, compiling and organizing information, and producing reports and other documents as needed using multiple software packages
- Typing and editing manuscripts, articles and reports with attention to style, accuracy, completeness and deadlines
- Receiving and answering correspondence both in the name of the incumbent and in the name of the VPIT
- Drafting agendas, reports and correspondence as requested by the VPIT/CIO
- Acting independently to provide assistance to faculty, students, staff and the general public by directly responding to routine and non-routine requests for information
- Managing arrangements for visitors, including overnight accommodations and travel itineraries as requested
- Monitoring accounting statements and expenditures using the SAP and PARIS systems; providing appropriate information and details to support Pcard transactions in the PARIS system and ensuring adequate documentation for Pcard expenditures is collected and maintained
- Preparing background materials, status updates, and other briefing reports related to ongoing activities of the VPIT
- Ordering and maintaining supplies
- Managing special projects for the VPIT
- Performing other general office and administrative support as required
- Creating monthly birthday and continuous service date cards for the staff on behalf of the VPIT, as well as name tags, place cards, certificates and other associated materials for meetings and/or special events

**SUPERVISORY RESPONSIBILITIES:**

None.

**QUALIFICATIONS:**

**EDUCATION & EXPERIENCE:**

**Required:**

Associate's degree and 3-5 years administrative/office experience, or an equivalent combination of training and experience

**Preferred:**

Bachelor's degree and 5-7 years administrative/office experience, or an equivalent combination of training and experience; additional office experience, preferably at an executive support level; experience with on-line SAP financial applications; ability to create and maintain web pages and other multi-media projects.

**SKILLS:**

- Exceptional administrative, analytical, reasoning and organizational skills

- Must be able to act independently with limited supervision, work in a team environment, and follow directions
- Ability to handle confidential information with discretion; must be able to remain calm and composed when dealing with difficult situations or individuals
- Ability to perform repetitive tasks as well as handle multiple tasks simultaneously, paying close attention to detail
- Knowledge of or rapid familiarization with the policies, procedures and organization of the OIT division and Duke University
- Initiative in solving problems and anticipating needs
- Patience, flexibility and ability to handle and prioritize multiple tasks, while adhering to strict deadlines; ability to manage complex projects to completion in an accurate and timely manner
- Good judgment on a variety of issues
- Excellent verbal and written communications skills
- Comfort with computers in general, including ability to effectively and independently learn new software as needed; ability to use complex word processing, spreadsheet, email, calendar, presentation and other software packages

#### **SOFT SKILLS:**

- Advanced interpersonal skills and outstanding ability to communicate with all levels of personnel within OIT and with high-level officials both within and outside the University and Health System
- Exercise discretion, diplomacy and tact when interacting with all internal and external customers;

#### **WORKING CONDITIONS:**

Normal open-office environment.

#### **BENEFITS**

Duke's comprehensive benefits package includes paid time-off (vacation, holidays, sick leave), health, dental, vision, disability and life insurance, educational assistance, and support for professional development and training. As an employee of Duke University you would also enjoy numerous discounted services such as health club memberships, movie tickets, and cell phone services.

#### **ENVIRONMENT**

The Office of Information Technology (OIT) is responsible for managing Duke Campus' IT infrastructure, service and support including academic research and enterprise applications. OIT provides leadership and expertise in many areas of Information Technology to Duke Entities, including faculty, staff, and students. Specific services delivered include voice, data & video communications, institutional email and administrative applications (payroll, financial ledger, student systems etc.), database, web infrastructure, desktop & helpdesk support, student computing, data center services, and high-performance computing & academic software systems.

OIT is also responsible for developing/upgrading the physical IT infrastructure around campus and maintaining 23 student computer labs.

OIT is a member of Educause, IVY Plus, National LambdaRail (NLR), and has representation at many of the leading technology consortiums that are driving the future growth and use of technology.

Duke University and Durham are located in the Research Triangle, a region that encompasses one of the nation's premier concentrations of academic, corporate, and public research. The Triangle region is rated among the most desirable areas in North America to live and work and has been identified by *Money* magazine as one of the "Best Places to Live" in the U.S.

*Trustworthiness, respect, diversity, learning and teamwork are the hallmarks of Duke's guiding principles. Our accomplishments are dependent on the dedication and expertise of all who work to support Duke's mission.*

### **Application**

Send cover letter and resume to: Scooter Freeney, Human Resources Manager, at [scooter.freene@duke.edu](mailto:scooter.freene@duke.edu). Please include Executive Assistant to VPIT in the subject line. Additionally post your resume in Duke Database by going to <http://www.hr.duke.edu/jobs/>, use the requisition # to search and apply for this position.

These statements are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position.

### **DATE of POSTING:**

March 26, 2008  
Pos#: 50044727  
Req#: 400192511