

## **Administrative Assistant of Chancellor's Office**

### **Duke Kunshan University**

#### **Job Description**

##### **Position Overview:**

The Administrative Assistant of Chancellor's Office will help the Executive Administrator to perform administrative and executive support to University Chancellor and Executive Vice Chancellor

##### **Reports to:**

Executive Administrator

##### **Essential Duties:**

- Perform diverse scheduling, travel arrangements, event planning, translation and interpretation, and various tasks coordination;
- Provide administrative services for meetings of the DKU Board of Trustees;
- Help the Executive Administrator to coordinator for all Duke President and Provost visits to China;
- Receive and interact with high level incoming visitors and work with other DKU offices as relevant to manage selected visitors of the Chancellor and EVC;
- Prioritize and manage multiple EVC projects simultaneously, and follow through on issues in a timely manner;
- Review and summarize miscellaneous financial reports and documents; prepare background documents and outgoing mail as necessary;
- Attend to phone calls and also respond to the emails received from internal and external inquiries;
- Handle the daily office supplies in the Chancellor's Office;
- Other tasks assigned by the line manager;
- University employees' job responsibilities will continue to expand in scope and depth as the University grows in size and complexity in its programs.

**Required Qualifications:**

- Candidate should at least possess an undergraduate degree. Graduate degree is preferred.
- At least 1 year of experience in administrative and executive related occupation. Experience in similar position is preferred.
- Ability to resolve complex administrative problems independently.
- Excellent organizational skills and excellent problem-solving ability.
- Strong communication and relationship building skills are essential.
- Strong English writing and verbal communication skills.
- Must have advanced skills in Microsoft Word, Excel, PowerPoint and Access. Must adapt well to new technologies.
- Ability to work within a team environment.