

Admin Assistant for Institute of Applied Physical Sciences and Engineering
Duke Kunshan University
Job Description

Position Overview:

The Institute of Applied Physical Sciences and Engineering (iAPSE) aims to develop education programs and research centers to enable interdisciplinary collaboration, global leadership and knowledge in service to society. Built upon a premier Sino-US joint-venture university, iAPSE will integrate global culture, train skillful talents, create innovative technologies and facilitate transformative industry. The Admin Assistant at iAPSE is responsible for providing administrative and office support to the Director and other faculty/staff members, as well as support to various education and research activities within iAPSE.

Reports to:

Director of iAPSE

Essential Duties:

The Admin Assistant will serve as the primary point of contact for the day-to-day operation of iAPSE. As a result, the position requires an individual who is capable of functioning in a highly independent manner and simultaneously handling a large number of tasks. The position also requires an individual with a strong entrepreneurial spirit, mature judgment, ability to coordinate detailed logistics planning, and strong communication skills both in-person and via written communications. The responsibilities will include, but are not limited to, the following:

Human Resource

- Provide admin support for hiring faculty and staff by coordinating with the HR Office, Finance Office, Research Sponsor Office, etc.
- Provide admin support for faculty and staff recruitment by filling out job request form, drafting and posting job description, setting up interview and campus tour, etc.
- Manage monthly timesheets for student interns.
- Provide admin support for staff leave, resignation, and departure.

Research Management

- Provide admin support for contract review/signature, and track records for all research contracts.

- Submit reimbursement requests, fund transfer requests, etc.
- Submit purchase requests including contract review forms, vendor exceptional forms, quotes, etc.
- Assist Research Sponsor Office to create/monitor fund codes.
- Track project expenses, and installments/payments.
- Assist PI and/or co-PI to finish workload reports, budget/re-budget forms, work of scope, etc.
- Assist PI to finish the required procedure for project close-up.
- Allocate expenses from multiple operation accounts for administration and research.
- Generate monthly financial report for each faculty member, and annual financial report for iAPSE.

Fixed Asset

- Lead and coordinate stocktaking of fixed asset.
- Create/reconcile self-maintained asset list.
- Cooperate with Internal Audit office and Finance Office for asset reporting.

Marketing and External Promotion

- Design and distribute flyer, poster, brochure, annual report, etc.
- Organize and/or attend on-campus and off-campus events to promote iAPSE. Tasks include, but are not limited to, (1) creating webpage, agenda and invitation letters, (2) arranging the logistics for invited speakers and guests, (3) supporting Chinese Visa application, (4) arranging local transportation and hotels, (5) collecting and editing bio/title/abstract, (6) making brochures, (7) coordinating with other co-organizers, (8) handling reimbursement requests, (9) organizing local tours, etc.
- Maintain and update online website for iAPSE.

Other Routine Tasks

- Coordinate and schedule meeting to support iAPSE director by setting up meeting schedules, sending meeting invites, setting up conference call bridge, etc. Take and edit meeting minutes.
- Book flight/transportation/hotels for visitors. Provide airport pick-up and send-off service for visitors. Lead campus tour for visitors.
- Record and track award list, event list, and funding list for iAPSE/DSRC.
- Arrange and track seating plan for iAPSE lab.
- Communicate and coordinate with the other units at DKU.
- Assist iAPSE director on new education and research initiatives.

- Other tasks as assigned.
- 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:

- Bachelor degree is required. Graduate degree is preferred, but not mandatory.
- Fluent English skills in reading, writing and speaking are required.
- Excellent organizational skills and excellent problem-solving ability are required. Strong interpersonal and communication skills are essential.
- Strong skills to organize, research, and gather required data and information are required.
- Ability to work in a team environment is required to maintain confidentiality and professionalism.
- Proficient skills in Windows, Outlook, MS Office and other similar computer programs are required.
- Past working experience is highly desired.