

Administrative Assistant for the Undergraduate Program Division Chairs

Duke Kunshan University

Job Description

Position Overview:

The Administrative Assistant for the Undergraduate Program Division Chairs will provide administrative and office support to the Chairs in the Divisions of Arts and Humanities, Social Sciences, and Natural and Applied Science.

Reports to:

The Chairs of the Divisions of Arts and Humanities, Social Sciences, and Natural and Applied Sciences. One of the Division Chairs will be the supervisor for the position.

Essential Duties:

- Be responsible for calendar management, event planning, and scheduling meetings for the Division Chairs.
- Coordinate meetings of the Undergraduate Studies Committee and other committees as required; make room reservations, draft internal and external communication materials, and take meeting minutes.
- Assist with business travel arrangements for Division Chairs, including submission of receipts and expense reports.
- Assist in preparation of reports, documents and outgoing communications as necessary, and division website.
- Assist and coordinate with the office of VCAA with initiating annual, mid-term, reappointment, promotion and tenure reviews for faculty at the direction of Division Chairs.
- Answer phone calls and respond to emails on behalf of the Chairs as requested.
- Receive and interact with incoming visitors.
- Assist faculty in the three divisions to support their research related activities at the direction of the Division Chairs.
- As the divisions grow, assist the divisional chairs and coordinate with the office of VCAA on faculty recruitment, review and promotion related matters.
- Other tasks assigned by the division chairs.
- 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. A graduate degree is preferred.
- 2-3 years of experience in administration, education, communication or other related occupation.
- An aptitude for performing administrative tasks and attention to details desired.
- 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 good skills in Microsoft Word, Excel, PowerPoint, Outlook and Access. Must adapt well to new technologies.
- Ability to work within a team environment.
- Proficiency in Chinese language both in oral and written forms is a plus.