

Administrative Specialist
Duke Kunshan University
Job Description

Position Overview:

Duke Kunshan University (DKU) a Sino-foreign Cooperative University approved by the Ministry of Education and founded by Duke University, Wuhan University and Kunshan City Government. DKU is a non-profit public welfare social organization with independent legal status. The campus is located in Kunshan Yangcheng Lake Science Park, Jiangsu Province. The Administrative Specialist of Chancellors' Office is a member of DKU's Chancellors' Office team and will play an important role in assisting the Director on daily administrative work to ensure the smooth operation of the office together with other colleagues in the office.

Reports to:

Director, Office of the Chancellors

Essential Duties:

Assist the Director of Office of the Chancellors to conduct daily administrative work including issuing official letters, managing official seals, archiving documents of Chancellors' office, collecting university data and drafting reports, organizing university activities, maintaining local partnership of the university, etc. Description of the key job responsibilities:

- To review and code the official letters which are drafted and submitted by DKU units. The official letters of DKU are of standard style and form, precise and carefully structured with standardized wording and correct punctuation. It represents the university when carrying out authoritative activities in accordance with the law.
- To manage and monitor the use of the university seal on the daily basis. The Office of the Chancellors oversees the general management of all kinds of administrative seals at all levels in the University. It reviews and approves requests for making new seals and monitors the use of the university seal.
- To archive the office documents such as official letters, reports, and the records of the university-level events held by Chancellors' office according to the general requirements.
- To collect data from university units, input the online platform as required, analyze the data and form the reports to different levels of educational authorities.

- To communicate and work with the Coordination Office of Kunshan Municipal Government and/or local government offices on a variety of the university matters.
- To organize or coordinate university activities such as the Opening Convocation, Commencement, forum and workshop, etc.
- To work with other colleagues in the office on the temporary tasks assigned by the Director.
- Perform other duties 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:

- Master degree with at least 2 years of experience in administration.
- Good communication skills, high efficiency with carefulness, self-driven.
- English proficiency is a plus.