

Administrative Specialist for the Undergraduate Program
Division of Natural and Applied Sciences
Duke Kunshan University
Job Description

Position Overview:

Administrative Specialist for the Undergraduate Program Division of Natural and Applied Sciences will provide comprehensive academic and administrative support to faculty (including visiting faculty) in the division on their research, teaching, and professional activities, such as organization of academic conferences, workshops, coordination of divisional seminars and meetings at DKU, travel to workshops and conferences, and support for faculty teaching needs and research proposal applications.

Reports to:

Chair of the Division of Natural and Applied Sciences

Essential Duties:

- Provides support for divisional faculty, assisting with administrative, research, teaching, and professional activities.
- Assists with travel arrangements for divisional faculty for workshops and conferences, including submission of receipts and expense reports.
- Assists with travel arrangements for class guest lecturers, including submission of receipts and expense reports.
- Assists the planning and organization of academic workshops, classroom activities, divisional seminars and meetings at DKU.
- Assists in preparation of teaching materials, reports, documents and outgoing communications as necessary.
- Assists divisional faculty and staff in ordering teaching and research supplies.
- Prepare volunteer agreements and on-boarding support for teaching assistants in the division.
- Provides activities submissions to weekly DKU Student Announcements, Faculty Announcements, DKU Intranet, including content drafting, poster designing, etc.
- Partner with other administrative staff to accomplish necessary tasks.
- Receives and interacts with incoming visitors related to divisional faculty's research, teaching, and

professional activities.

- Provides support for faculty research proposal applications.
- 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. A graduate degree in a related field 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.
- 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 English and Chinese language both in oral and written forms.