

Academic Program Administrative Assistant
Duke Kunshan University
Job Description

Position Overview:

The Administrative Assistant will perform administrative support for the academic program and will provide administrative assistance to faculty and staff in that academic program.

Essential Duties:

- Be responsible for assisting faculty with administrative tasks ranging from assistance with course materials, class schedules, appointment with students, to travel arrangements, translation and interpretation, and coordinating tasks.
- Be responsible for calendar management, requiring interaction with both internal and external executives and assistants, to coordinate a variety of complex executive meetings.
- Perform diverse scheduling, travel arrangements, event planning, translation and interpretation, and coordinating tasks.
- Track expenses for projects and complete expense reports, manage budget of program.
- Receive and interact with incoming visitors.
- Prioritize and manage multiple projects simultaneously, and follow through on issues in a timely manner.
- Other tasks assigned by the line manager.

Required Qualifications:

- Candidate should at least possess an undergraduate degree. Graduate degree is preferred.
- At least 1-2 years 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 writing and verbal communication skills in both English and Chinese.
- Must have advanced skills in Microsoft Outlook, Word, Excel, and PowerPoint. Must adapt well to

new technologies.

- Ability to work within a team environment.