Duke University Energy Initiative

Staff Assistant to Director

Job Title: Staff Assistant to Director

Job Code: 0476

Duke University Energy Initiative

FLSA: N

Job Level: 09

Revised Date: 07/02/2015

Job Family: JF 06

Duke University Energy Initiative Staff Assistant to Director

Occupational Summary

Perform a variety of administrative duties to support the Director of the Duke University Energy Initiative (DUEI) in managing the details of University and executive business matters. Report to the Business Manager of DUEI for day-to-day operations and coordination of activities as part of the administrative team.

Work Performed

Perform a variety of administrative duties exercising discretion and judgment at an executive assistant level. Receive and answer correspondence in draft and final form on behalf of the Director.

30% Oversee the calendar for the Director of DUEI including but not limited to; scheduling meetings, preparing materials and providing instructions/assistance to those in attendance. Assist in the management of DUEI events including coordination with co-sponsoring departments, faculty, staff and students. Responsible for all travel reservations and expenses for domestic and international travel of the Director. Receive and answer correspondence in draft and final form on behalf of the Director.

25% Study emails, meeting requests, documents received; check and compare with previous reports and other data and bring to the attention of the Director significant items, changes, errors or omissions; coordinate with the administrative team the maintenance of office files, keeping correspondence and reports available for reference and ensuring efficient operation of the office. Manage electronic and paper file directories and organization of current documents for reference. Document contacts and maintain current contact information and email distribution lists for all activities of the Director, within Duke and external to Duke.

20% Prepare expense reports and submit for approvals, following all Duke University policies and procedures. Prepare meeting summaries, notes from conference calls and provide recommendations for next steps as appropriate.
10% Plan and coordinate day-to-day administrative duties under the direction of the Business Manager as part of the admin team within DUEI. Review completed work for adherence to instructions and for correctness, as needed.

10% Recommend activities and support any team functions as part of the admin team including workshops and department retreat activities.

5% Perform other related duties incidental to the work described herein. The above statements describe the general nature and level of work being performed by individuals assigned to this classification. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so classified.

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**Required Qualifications at this Level**

**Education/Training:** Bachelor’s degree in a related area or an equivalent combination of relevant education and professional experience and working knowledge of administrative processes in higher education.

**Experience:** Knowledge generally acquired through a minimum of five years of executive secretarial/administrative experience of increasing variety and or complexity. Including expenses, accounting systems and administrative systems.

**Skills:** Organization; attention to detail; good oral and written communication; proofreading and editing; flexible; team oriented.

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The intent of this job description is to provide a representative and level of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Employees may be directed to perform job-related tasks other than those specifically presented in this description.