

Duke University  
**Division of Student Affairs**  
**Nonexempt (Nonbargaining Unit) Position Description**

**Official Job Title:** *Staff Assistant*  
**Working Title:**  
**Job Code/Level/Family:** *0476/09/06*  
**Department:** *Campus Life and Housing and Residential Life (HRL)*  
**Supervisor:** *Associate Vice President and Assistant Vice President*  
**Position Status:** *Regular; Full-time and Nonexempt*  
**Staff Supervision:** *None*  
**Schedule Note:** *40 hours a week for 12 months*

**Scope of Responsibilities:**

*Provide administrative support for the Associate Vice President of Student Affairs for Campus Life and Assistant Vice President of Student Affairs for HRL.*

**Duties**

<ol style="list-style-type: none"> <li>1. Provide administrative support to two AVP's including calendar management, travel and special event arrangements.</li> <li>2. Coordinate, manage and execute recurring projects such as annual reports, retreats, departmental training and celebrations, as well as ad hoc project assignments. Prepare documents, reports and presentations as requested. Staff searches for AVP direct report.</li> </ol>	30%
<ol style="list-style-type: none"> <li>3. Respond appropriately to in person, email and phone enquiries including sensitive or confidential matters related to students, staff members or department business. Determine which correspondences to respond to or bring the AVP's attention, based on content of communication or broad knowledge of departmental and division programs and activities. Make decisions and prepare correspondences independently requiring interpretation and application of departmental and divisional policies, procedures, rules and regulations for the Associate and Assistant Vice Presidents. Edit correspondences assuring accuracy and consistency.</li> </ol>	20%
<ol style="list-style-type: none"> <li>4. Assist in the preparation of office budgets making recommendations and projections approval.</li> </ol>	25%
<ol style="list-style-type: none"> <li>5. Control, maintain and coordinate files and archives.</li> </ol>	5%
<ol style="list-style-type: none"> <li>6. Perform related duties as assigned or required to meet university, division or department goals and objectives.</li> </ol>	20%

**Required Minimum Qualifications**

*Education/training: Minimum two years post-secondary education in a related field or an equivalent combination of related education and experience.*

*Experience: Four years relevant work experience in administrative support including office management, communications and budget/accounting activities.*

**Job-Specific Skills and Competencies**

*Strong ability to work within a complex environment with competing demands and set priorities to ensure work is accomplished on time, accurately and professionally. Excellent ability to plan and execute projects; superior interpersonal, verbal and written communication skills. Strong organizational and planning skills. Excellent skills in related word processing, database and spreadsheet software applications. Experience developing and/or delivering training or professional development activities for nonexempt employees.*