Duke University • Division of Student Affairs
Position Description

Job Title: Office Coordinator
Job Code/Level/Family: 0074/08/06
Department: International House
Supervisor: Director, International House
Position Status: Regular; Full-time; Nonexempt
Staff Supervision:
Schedule Note: Monday-Friday 8 am-5 pm

Scope of Responsibilities:
Serves as the primary contact for International House and provide administrative support for International House staff. Assist with International House’s services, programs, and activities.

Duties

1. Serves as the first point of contact for in-person, phone, and e-mail inquiries for International House; answers general questions and distributes relevant information; directs issues and concerns to appropriate staff; sorts and distributes mails and other packages. 40%

2. Develops and implements an efficient system of managing IHouse’s space and equipment. Maintains inventory of office supplies. Coordinates with the University’s facilities, maintenance, and operations. 20%

3. Initiates and processes expenses in Duke@Work. Reconciles all financial transactions and maintains IHouse’s budgetary records. Investigates discrepancies in financial reports and statements as well as troubleshoots. Assists with research on financial matters when requested. 20%

4. Serves as the payroll representative. Processes student payroll. Creates and manages student staff work schedules. Assists with the Report Express adjustments. Attends appropriate departmental and divisional meetings. 15%

5. Assist with IHouse’s services, programs, and activities. Other duties as assigned. 5%

General Qualifications
Requires two years of post secondary education and three years of related work experience. Preference for candidates willing to become certified to drive a 12-passenger van, which requires a valid North Carolina driver’s license and DMV background check.

Job-Specific Skills and Competencies
A broad knowledge of clerical and accounting principles and practices
Knowledge of social media and desktop publishing software preferred
Cross-cultural knowledge and sensitivity
Excellent verbal and organizational skills

International House, Division of Student Affairs, Duke University EEOO/AA employer. Minorities and peoples with experience or roots in non-US cultures are encouraged to apply.