

**0.75 FTE (30 hours/week)**  
**Staff Specialist**  
**Job Code: 0083**  
**Job Family: 03**  
**Job Level: 09**  
**Non-exempt (bi-weekly)**

Occupational summary

As a key administrative member of a team, provide administrative support to the program in Information Science + Information Studies (ISIS), and the Jenkins Collaboratory. This position reports to the director of ISIS and to the Jenkins Chair for New Technologies in Society, with indirect reporting to the Business Manager of the Department of Art, Art History & Visual Studies for financial matters.

Work performed

1) General office administration and operation support

- Serve as contact person for the Smith Warehouse Bays 11-12
- Maintain records and files (paper and online)
- Supervise student workers to complete projects as identified in collaboration with the ISIS director and the Jenkins Chair
- Process visas as needed with Visa Services for guest visitors and visiting artists/scholars
- Prepare draft correspondence for routine documents (appointment letters, grant reports)
- Coordinate with other departmental personnel in Admin and IT on joint operations and procedures, including maintenance, facilities, and infrastructure requests
- Order office supplies for Smith residents
- Liaison with A&S Facilities, FMD, housekeeping and recycling services
- Sort mail and receive packages for building residents
- Local representative for building-wide meetings and initiatives
- Other duties as assigned

2) Finance/Grant administration

- Assist with grant proposal submissions (prepare budgets, compile narrative parts, submit to appropriate offices)
- Compliance: ensure funds are spent according to Duke and granting agencies policies, includes communication with ORS, OSP, Development Office and granting agencies when appropriate, under supervision of business manager
- Prepare financial reports for annual reporting to granting agencies
- Manage student fellowships and faculty re-grants applications and processing of awards as assigned
- Initiate payroll transactions (hires, terminations, transfers, rate/distribution changes, visa applications for foreign nationals etc.) for ISIS and Jenkins for

student workers, instructors, TAs and other personnel as needed locally, under the supervision of the departmental business manager. Handle time cards for local bi-weekly employees.

- Reconcile procurement card transactions in WORKS for ISIS/Jenkins faculty and staff, and maintain records
- Maintain fund code records, verifications, and reconciliations for ISIS and Jenkins operating and endowment fund codes and grants
- Develop budgets in collaboration with ISIS and Jenkins personnel; enter data into Trinity budgeting tools according to annual budget calendar requests
- Prepare purchase orders and coordinate with university vendors, campus IT as appropriate for purchasing and delivery of equipment, hardware, software
- Log and fulfill STHV Video sales, other special transactions as needed

### 3) Events and Communication (20%)

- First point of contact for ISIS and Jenkins: front desk, phone, email, listserves
- Assist with event calendaring in university systems such as R25 and the University Event calendar for ISIS, Jenkins and VSI
- Arrange formal meetings as required by ISIS Steering Committee etc., maintain minutes
- Assist and/or supervise as appropriate maintenance of websites
- Assist and/or supervise as appropriate in design and distribution efforts for flyers, posters, e-flyer website announcements, email announcement etc. for courses, events, workshops etc.
- Plan and coordinate schedules, catering, room reservations, AV as needed for events in collaboration with the rest of the team, under the supervision of the business manager and in collaboration with other departmental staff
- Coordinate publicity planning for events
- Organize co-sponsorship requests when appropriate
- Arrange travel and reimbursements as needed for special guests
- Assist and/or supervise as appropriate with realtime setup and execution of event, as appropriate and assigned
- Coordinate programs' participation in Duke student events such as Blue Devil Days and Majors Fair through attendance, organization of handouts, and displays

### 4) Undergraduate Curriculum

- Schedule ISIS courses in collaboration with affiliate units
- Student support for ISIS Certificate Program

### Education/Training

Work requires knowledge of basic mathematical, research and communications principles normally acquired through two years of postsecondary education.

Training in Duke PeopleSoft, SAP/R3, iForms and WORKS systems highly desirable. RCC certification or equivalent a plus.

## Experience

Work generally requires four years of clerical or research experience to acquire strong skills in administrative or project research responsibilities as well as accepted office management, communications and research practices. Demonstrated ability to administer complex office functions related to office management, communications, and budgetary/accounting activities individually and as part of a team. Experience with Duke University and Trinity College procedures desirable though not required.

A bachelor's degree in a field of study directly related to the specific position may be substituted for the education and two years of the experience requirement.

Strong computer literacy and ability to work productively with basic Office applications (Word, Excel, Powerpoint), email, and calendaring systems are required. Incumbent will need to work with several online database systems in support of administrative and financial processes, and must be comfortable with spreadsheets and data-entry. Web-page maintenance experience desirable.

OR AN EQUIVALENT COMBINATION OF RELEVANT EDUCATION AND/OR EXPERIENCE

## Skills

The nature of this position requires excellent interpersonal and multi-tasking skills, as well as the inclination and ability to work both as part of a team and at the same time independently. Strong time-management capabilities, attention to detail, and commitment to accuracy are essential. Incumbent must also be able to work effectively with diverse populations, and communicate effectively both orally and verbally.

Revised 6/30/2011