Staff Assistant
Department of Biostatistics and Bioinformatics

Occupational Summary

Perform responsible and efficient administrative duties in support of the faculty projects, education programs, and initiatives in the Department of Biostatistics and Bioinformatics.

Apply online at https://hr.duke.edu/careers/apply. Requisition #401229220

Work Performed

Act as an administrative resource to the B&B faculty, Biostat Core, education programs, staff and students in support of various projects, initiatives and activities.

Collaborate frequently and effectively with event and meeting directors. Propose new ideas to improve the event planning and implementation process. Document activities prior to and during the events for internal and external communications. Assist with preparing budgets and provide periodic progress reports to department business manager and directors for each event project. Keep track of event finances including check requests, invoicing, and reporting and provide required documentation to department financial specialist. Provide after-event summaries to event directors.

Assist with identifying appropriate on-and off-site space/venues and caterers for events and meetings. Order all necessary supplies, create signs, and ensure appropriate accommodations are provided to meet expectations. Assist with preparations required such as printing and assembly of nametags, materials, notebooks, and registration lists. Be available during the events to oversee and participate in the setup of the venue and provide any additional needs that may occur. Early Evening work (normally on Thursday until 6:30) and work on Saturdays (normally from 11 to 3) will be required every other week based on the class schedules for one of the department’s degree programs. Hours during the week will be reduced in order to maintain a 40-hour week. Consideration of employee’s preferences will be taken into account to the extent possible in creating a work schedule.

Maintain up-to-date scheduling of all rooms required for meetings and activities. Serve as one of several department contacts for meeting room scheduling requests from faculty, staff and students.
Arrange travel, hotel, and parking for non-Duke visitors to the department. Coordinate transportation or walking guides to their meeting locations. Communicate itinerary and updates to department participants.

Organize publicity and communication to effectively promote meetings and activities. Assist with managing website content, including announcements, original stories and articles related to the department. Coordinate photographer and AV equipment/specialist as required.

Provide backup support to the chair’s assistant for tasks such as scheduling and maintaining the chair’s calendar of appointments and meetings.

Attend classes, meetings and training sessions offered by Duke that will enhance the skills and knowledge necessary to be successful and perform as expected for the position.

Perform other tasks and special projects as assigned.

**Education/Training**

Work requires a broad knowledge of clerical and accounting principles and practices normally acquired through two years of post-secondary education in secretarial science or a related business field.

**Experience**

Work generally requires three years of related secretarial/clerical experience to acquire skills necessary to administer complex office functions related to office management, communications, event planning and budgetary/accounting activities.

Or an equivalent combination of relevant education and/or experience.

**Skills**

- Microsoft Office proficiency
- Intro to Accounting courses
- Ability to manage multiple simultaneous projects and work assignments from a variety of faculty and staff
- Outstanding customer service
- Excellent time management and organizational skills
- Excellent communication skills, including writing, proof reading skills, and speaking
- Excellent interpersonal skills both in person and by phone, with high professionalism
- Ability to accomplish projects with little supervision
- Must be able to lift up to 25 lbs, push supply carts, assist with moving tables and chairs, and walk to various venue sites.

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