

**Job Title:** Staff Assistant

**Job Code:** 0148

**Working Title:** FHI Health Humanities Lab Staff Assistant

**FLSA:** N

**Job Level:** 8

**Job Family:** JF 06

### **Occupational summary**

Working closely with the Faculty Co-Directors, the Lab Staff Assistant plays a key role by providing day-to-day, functional management of a wide range of programs. A central responsibility is to ensure that practical matters involved in producing programs are implemented at a high level of quality and efficiency. The position is responsible for assisting the FHI/Health Humanities Lab with project related activities and event planning. This includes providing support for research reports, ordering catering for events, booking rooms, booking travel for visiting speakers, helping with publicity, and other miscellaneous tasks as needed.

The position reports to the Co-Directors of the Health Humanities Lab and works closely with the Franklin Humanities Institute's Associate Director and Assistant Director of Administration.

This position is 30 hours a week and includes health benefits. Certain other benefits, such as vacation days, are allocated on a pro-rated basis (read more at: [http://www.hr.duke.edu/policies/time\\_away/vacation/accrual\\_hourly.php](http://www.hr.duke.edu/policies/time_away/vacation/accrual_hourly.php))

### **Work performed**

#### **Administrative Support (50%)**

Working with Faculty Co-Directors and Core Faculty Associates, the Lab Staff Assistant will plan, coordinate and implement Health Humanities Lab programmatic activities.

- Assist with planning events, coordinating activities, and preparing budgets for public or university events. Ensure that logistical arrangements for speakers are in place— including travel, accommodations, and transportation. Coordinate program production at Duke venues and off-site programs including catering and videography. Ensure that compensation and reimbursements for all program participants are processed in a timely and efficient manner. Understand and implement Duke policies and procedures pertaining to international visitors and foreign nationals. Arrange financial contributions and provide support for all faculty and student cosponsored events.
- Compile and provide information for the Lab Co-Directors about program timelines for events, application review deadlines and other important information. Annually review and evaluate efficacy of programs.

- Collaborate with lead faculty to coordinate the planning, preparation and execution of seminars in the area of health humanities.
- Maintain liaison with other programs, offices and departments at Duke to coordinate business and to accomplish program objectives; interface with external organizations as appropriate to ensure cooperative efforts are enhanced and available resources are utilized.

### **Communications (40%)**

- Coordinate all Health Humanities Lab web and social media presences, including news, updates, events and blog posts on the website. Develop a strategy to manage Facebook posts and tweets that includes content from the Health Humanities Lab website, global health issues, and other relevant content. Work with the web developer to make changes to the website that improve usability and functionality. Collaborate with a videographer to create promotional videos. Serve as primary point of contact person for the Lab.
- Coordinate public relations activities: conceptualize and write newsletters that include HHL updates, student opportunities and upcoming events. Develop a communications strategy that coordinates the release of online and print publicity materials. Drafts and edits promotional materials, publications, press releases, presentations, reports, etc. as needed.

### **Research Support (10%)**

- Monitor news and developments in global health and related areas. Provide research, writing and editing support for various reports, documents and web content related to global health policy projects.
- Assist Lab Co-Directors in the design, execution and evaluation of research projects, including literature reviews and surveys.

The above duties 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.

### **Experience**

Work requires analytical, communications, and organizational skills generally acquired through completion of a bachelor's degree program. At least one year of experience in administrative support and program development, and academic background in the humanities, is highly desired.

### **Job Skills Required**

- Excellent writing and communication skills
- Strong interpersonal skills

- Excellent organizational, project management, and time management skills
- Event planning experience
- Weeknight and weekend availability required
- Must have ability to both work independently and as part of a team
- General technical aptitude and an eagerness to learn new technologies as they emerge.

The ideal candidate will have experience in or familiarity with health and humanities and global health fields and key issues within them, preferably combining experience in the United States and abroad, and/or strong interest in learning about current issues in development economics, foreign policy and related topics.

**To apply for this position:**

Please complete application on-line at <http://www.hr.duke.edu> (requisition # 401120906).