

**Administrative Specialist**  
**for the Chongzhi Zu Center of Mathematics and Computational Science**  
**Duke Kunshan University**  
**Job Description**

**Position Overview:**

Center of Mathematics and Computational Science (CMCS) aims to develop research projects, education programs to enhance interdisciplinary and innovative education and research at DKU. The Administrative Specialist for the Center will provide administrative and office support to the Director/Co-director and other faculty members in the center, as well as support to various education and research activities within CMCS.

**Reports to:**

Director and Co-director of Center of Mathematics and Computational Science

**Essential Duties:**

- Be responsible for calendar management, event planning, and scheduling meetings for the Center Director and Co-director.
- Coordinate travel plans for faculty, staff and visitors; receive incoming visitors.
- Submit reimbursement reports, track project expenses and generate monthly financial reports.
- Assist in preparation of reports, documents and outgoing communications as necessary, and center website.
- Track key performance metrics of education programs and research projects.
- Assist faculty in the center to support their research related activities at the direction of the director.
- Assist the director and coordinate with the office of VCAA on faculty recruitment matters.
- Other tasks as assigned.
- University employees' job responsibilities will continue to expand in scope and depth as the University grows in size and complexity in its programs.

**Required Qualifications:**

- Bachelor degree is required. Graduate degree and/or degree in a related field is preferred.

- Fluent English skills in reading, writing and speaking are required.
- Excellent organizational skills and excellent problem-solving ability are required. Strong interpersonal and communication skills are essential.
- Strong skills to organize, research, and gather required data and information are required.
- Ability to work in a team environment is required to maintain confidentiality and professionalism.
- Proficient skills in Windows, Outlook, MS Office and other similar computer programs are required.
- Past working experience is highly desired.