

Duke Catholic Center  
Federal College Work-Study and Duke Work-Study Program

JOB DESCRIPTION  
Small Group Administrative Assistant

POSITION SUMMARY:

The Small Group Administrative Assistance will work with the Duke Catholic Center Director of Small Groups. The intern will assist data input and maintaining our database system as well as calendar for small group events.

RESPONSIBILITIES:

- Manage Google Sheets and Airtable database for Small Groups.
- Meet with Small Group Director with weekly updates of attendance, registration, etc.
- Update and manage the one-on-one tracking sheet.
- Update and track leadership training invites, responses, and sign ups.
- Organize Small Group Leader (SGL) meeting materials.
- Manage individual SGL emails.
- Invite and manage Hike and Movie night responses.
- Coordinate plan for SGL guide including graphic design, pictures, formatting, and editing: assignments to staff, tracking completion, and submitting to Dir. of Communication.
- Other duties as assigned.

QUALIFICATIONS:

- Creative self-starter who is comfortable with both taking initiative and working in collaboration.
- Strong written and verbal communication skills.
- Detail-oriented and organized.
- Excellent skills with Excel, Canva, and Word.

PAYMENT:

- \$15.00 per hour
- Every two weeks

TIME AND TERM OF EMPLOYMENT:

- August 23, 2022 to April 30, 2023
- Minimum of 8, Maximum of 15 hours per week, every week; flexible scheduling of work hours during Duke Catholic Center business hours 9am-5pm. Occasional hours to be worked after business hours during special events.
- Office location will be at the Duke Catholic Center's offices in the Page Building or the Falcone Arena House. Duties require student to travel around East Campus and West Campus. Student is responsible for all travel to and from.