



## **Position Description: Upper House Fellows Program Assistant**

**Title:** Upper House Fellows Program Assistant

**Supervisor:** Associate Director of Student & Employee Engagement

**Status:** Full time, exempt

**Location:** Upper House, Madison, WI

### **Organization**

**The Stephen & Laurel Brown Foundation** (Foundation/SLBF) serves the University of Wisconsin and Madison communities by leading Christian thought and formation to shape today's pluralistic university. We gather communities, educate for formation, and produce scholarship within the university context for greater Christian impact. SLBF comprises five initiatives: Upper House Commons, The Lumen Center, New College Madison, Upper House Fellows Program, and STUDIO. The Foundation includes two physical properties: Upper House (UH) – based in University Square in the heart of the University of Wisconsin–Madison campus, and Dottie's Ranch – a retreat center located 15 miles outside Madison. Upper House is a member of the Consortium of Christian Study Centers.

### **Position**

The Upper House Fellows Assistant reports to the Associate Director of Student & Employee Engagement and is accountable to the Director of the Upper House Fellows Program (UHFP). This role assists in four areas of the Foundation's work: (1) overseeing event management for all UHFP gatherings, (2) providing administrative support as a member of the UH Fellows Executive Leadership Team, (3) instructing a UHFP track, and (4) providing administrative support to the SLBF Operations Team.

### **Upper House Fellows Program Responsibilities (~ 30 hrs/wk)**

1. UHFP Event Management (30%)
  - a. Oversee event management for UHFP gatherings (i.e.: biweekly Monday night meetings, retreats, instructor team meetings, social activities, etc.)—including ordering food, facilitating room(s) setup and reset, and managing host teams.
  - b. Serve as primary hospitality support and liaison between UH Fellows Executive Team and SLBF Hospitality Team.
  - c. Coordinate UHFP volunteers for program elements—including prayer, worship dessert, etc.
  - d. Track attendance at UHFP gatherings

2. UH Fellows Executive Team Support (30%)
  - a. Provide administrative support for UH Fellows Executive Team—including attending biweekly UH Fellows Executive Team meetings; creating digital and print materials; sending weekly communications to UH fellows; facilitating gifts for graduating seniors; updating Neon CRM; etc.
  - b. Coordinate and conduct UHFP applicant interviews during spring semester recruiting season.
  - c. Manage the annual renewal and maintenance of UHFP's status as a UW–Madison Registered Student Organization (RSO)—including updating paperwork and representing UHFP on university webpages and at university org fairs.
  - d. Serve as liaison between UH Fellows Executive Team and UH Fellows Advisory Board—including facilitating weekly meetings, managing board nomination, training board in UHFP promotions and prayer, and initiating board feedback for UHFP.
  - e. Serve as a secondary liaison between UH Fellows Executive Team and SLBF Communications & Marketing Team, as needed.
  - f. Assist in communicating with UH Fellows Alumni Network, as needed.
3. UHFP Track Instruction (10%)
  - a. Along with track co-leader, assist in curating curriculum and facilitating a bi-weekly UHFP track.
  - b. Meet with students in a mentorship capacity, as available (e.g., coffee hour with track members, individual meetings with students who inquire, etc.).
4. Other and Personal Growth/Renewal (5%)
  - a. Commit time to personal renewal by exercising spiritual disciplines.
  - b. Under direction of supervisor, attend educational and ministry-related conferences and other events that offer opportunities for personal renewal and growth.

**Provide administrative support to Operations Teams: (~10 hrs/wk):**

1. Primary & Regular Administration (15%)
  - a. Manage the general Information Email inbox daily, responding to inquiries and triaging messages as appropriate.
  - b. Manage incoming phone calls and messages from the SLBF main office line.
  - c. Process receipts on behalf of the Hospitality Team.
  - d. Manage contact hours at SLBF programs in Foundation database/CRM by making event name tags and tracking event attendance.
  - e. Manage CRM records related to seasonal communications—including preparing and maintaining the Christmas card distribution list.
  - f. Provide a minimum of 4 hours per week (maximum of 10 hours per week) of Front Desk coverage focused on welcoming guests and accomplishing the tasks above.

2. Secondary & Seasonal Administration (10%)

- a. Maintain the accurate data and integrity of the CRM database by updating contact information, removing duplicate records, and generating reports, as needed.
- b. Provide hospitality support for staff gatherings and Foundation programs, as needed.
- c. Open and close SLBF facilities, as needed.
- d. Oversee the Business Center hallway supplies are ordered and stocked monthly.
- e. Prepare onboarding materials for new employees—including welcome packets, system access information, and necessary supplies.
- f. Update the SLBF office and mobile phone directories, as needed.
- g. In partnership with the Director of Finance or Finance Assistant, enter receipts in QuickBooks.
- h. Provide general administrative support, as needed—including copying, assembling, organizing, and distributing documents and materials.
- i. Other duties as assigned

**Qualifications:**

- Commitment to the Lordship of Jesus Christ and a high level of spiritual maturity including care and concern for the whole body of Christ.
- Annually affirm SLBF Statement of Faith.
- Education: college diploma.
- Heart for communicating the gospel to the university community.
- High levels of maturity and humility.
- Strong interpersonal, administrative, organizational, communication, and leadership skills.
- Customer services skills and/or experience required.
- Knowledge of and/or experience in hosting events, administrative experience, and mentorship preferred.
- High level of attention to and initiative in administrative details.
- Basic computer/technology skills (Microsoft Outlook, Word, Excel, Web, etc.) required.
- Ability to think critically, analyze situations, and make independent decisions to resolve issues.
- Ability to perform manual tasks such as cooking, lifting up to 50lbs, standing, bending, and/or walking for extended periods of time required.
- A valid driver's license is required.