CCSC Dorothy Sayers Fellowship Program
Fellow Position at Beatrice Institute

Carnegie Mellon University & University of Pittsburgh – Pittsburgh, PA

I. DESCRIPTION

Sayers Fellows are employees of the Consortium of Christian Study Centers (CCSC).

In partnership with Beatrice Institute (BI), this position serves the study center at Carnegie Mellon University and the University of Pittsburgh.

About the Consortium of Christian Study Centers: CCSC exists to catalyze and empower thoughtful Christian presence and practice at colleges and universities around the world, in service of the common good. It achieves this by facilitating the flourishing of existing study centers, encouraging the development of new study centers, and raising awareness of the study center movement.

About Beatrice Institute: BI is an ecumenical learning and research community based in Pittsburgh that serves students, faculty, and the broader public. Named after Dante's guide in the Paradiso, Beatrice Institute supports advanced inquiry in the Christian intellectual and cultural traditions. Animated by intellectual friendship inside and outside the academy, Beatrice Institute serves all who pursue Beauty, Goodness, and Truth.

Accountability: The fellow is accountable to the Dorothy Sayers Fellows Program Director of CCSC and to the Assistant Director at the Beatrice Institute. The Directors will coordinate the supervision of the position.

II. RESPONSIBILITIES

Dorothy Sayers Fellows Program Partnership

1. Maintain CCSC-related communication and commitments.
2. Fulfill communication responsibilities to CCSC Dorothy Sayers Fellows Program Director.
3. Attend CCSC annual meeting.

Leadership Development

1. Participate in ongoing training and professional development opportunities as set forth by CCSC and Beatrice Institute.

Student Engagement & Programming

1. Serve as the primary liaison between undergraduate fellows and BI staff, ensuring clear communication, tracking attendance, organizing carpools, and recruiting new students at organization fairs.
2. Develop and implement new recruitment strategies to expand undergraduate participation.
3. Plan and facilitate regular undergraduate gatherings for seminar readings and social activities.
4. Support cohort assignments and prepare related materials, including binders and namecards.
5. Research, design, and order branded undergraduate materials (e.g., pens, stickers, and other swag).

Hospitality & Event Logistics

1. Maintain the seminar room by ensuring supplies (utensils, plates, napkins, drinks, etc.) are fully stocked.
2. Provide logistical support for events, including supply pickup and drop-off, check-in management, and event setup.

Donor Relations & Development Support

1. Write personalized thank-you notes to donors and organize undergraduate participation in donor appreciation efforts.
2. Assist with the creation and mailing of quarterly donor reports.
3. Conduct alumni interviews to contribute to a growing repository of success stories.
4. Collect and organize data to support grant writing efforts in collaboration with the Development & Communications Manager.
5. Assist with grant research and donor prospecting under the direction of the Assistant Director and Development & Communications Manager.

III. QUALIFICATIONS

Lifestyle Commitments

1. Spiritual health and fellowship – including membership in a local church, study of Scripture, and spiritual disciplines.
2. Engage in continuing education opportunities for professional and personal growth.
3. Personal conduct reflective of CCSC statement of faith and values.

Candidate Profile

1. Bachelor's degree required.
2. Ability to recruit, motivate, empower, and equip others for leadership in ministry.
3. A team player and someone who can take initiative and work independently.
4. Strong organization and time-management skills.