

CCSC Internship Program  
Intern Position at Upper House  
Stephen & Laurel Brown Foundation

University of Wisconsin | Madison, Wisconsin

## I. DESCRIPTION

Consortium of Christian Study Center (CCSC) Interns are employees of the CCSC.

In partnership with the Stephen & Laurel Brown Foundation, particularly Upper House, this position serves the study center at the University of Wisconsin–Madison.

**About the Consortium of Christian Study Centers:** CCSC exists to catalyze and empower thoughtful Christian presence and practice at colleges and universities worldwide, serving 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 Upper House:** Our mission is to lead Christian thought and formation to shape the University of Wisconsin community. We seek to provide a renewed Christian presence in the pluralistic university where all are learning and serving to create a more virtuous world. We do this by curating transformative experiences and resources for university students, faculty, staff, and the Madison community at large.

**Accountability:** The intern is accountable to the Internship Program Director of CCSC and to the Director of Administration or other management staff at Upper House as assigned. The Director of Administration will coordinate the supervision of the position at Upper House.

## II. RESPONSIBILITIES

### Internship Partnership

Participate in ongoing training and professional development opportunities as set forth by CCSC and Upper House in Hospitality Support and two of the following areas: Fellows Program Support, Upper House Program Curation Support, Tech and Media Support, and Marketing & Communications Special Projects.

- 1) **Hospitality Support** – Hospitality undergirds nearly all aspects of the ministry of Upper House. Therefore, all interns will be involved in the following:
  - a. Planning for hospitality aspects of events, including:
    - i. Planning and executing event room design.
    - ii. Designing menu elements to fit the theme of the event and guest dietary restrictions.
    - iii. Creating itineraries for speaker’s/artist’s stay at Upper House.

- iv. Engaging guests before and after programs to create an atmosphere in which guests feel seen and welcomed.
    - v. Assisting in preparing and resetting the physical space, food, and technology for Upper House programs.
  - b. Assist with the coordination of all processes for creating a welcoming, positive, and mission-centered first impression for guests of our off-site Dottie's Ranch retreat facility and our on-site apartment, including:
    - i. Overseeing the guest experiences, including scheduling and leading facility use training.
    - ii. Ensuring the facilities are clean and tidy for all guest reservations, including on-site walk-throughs before guest arrival.

**Additionally, Interns should choose to participate in two of the following four areas:**

**1) Fellows Program Support**

- a. Facilitate hospitality for bi-weekly Fellows Meetings
- b. Participate on the planning team for Fall and Spring Fellows Retreats.
- c. Assist with Fellows Program meetings alongside Track Leaders.
- d. Provide administrative support for the Fellows program, as needed.

**2) Upper House Program Curation Support**

- a. Participate in the Upper House program curation process alongside primary program curators.
- b. Provide project management support utilizing Asana software to facilitate successful event execution.
- c. Participate in hosting reading cohorts, workshops, small and large events, and event follow-up.

**3) Tech & Media Support**

- a. Serve as an assistant producer focused on audio and video needs (i.e., technology setup, live stream production software, camera setups, and camera operation) as assigned by the Director of Technology and Media.
- b. Edit Foundation audio and video—podcasts, live podcasts, videos, and event recordings.
- c. Create intro videos and other forms of media, as assigned.
- d. Provide tech support for in-space events.

#### **4) Marketing & Communications Special Projects**

- a. As requested, work with the Director of Marketing and Senior Writer & Content Manager to extend the Foundation's digital social media presence, specifically for student audiences and other audiences.
- b. Document Foundation programs—via photos and quotes.
- c. Assist in communications elements—graphic design, photography, writing, videography, and analytics—for projects determined by the Director of Marketing.

### **III. LEADERSHIP AND SPIRITUAL DEVELOPMENT**

Each candidate will participate in the following leadership and spiritual development opportunities:

- 1) Training and professional development opportunities as set forth by CCSC and Upper House.
- 2) Pursue a growing relationship with the Lord through personal spiritual practices and participation in the Upper House Fellows Program.
- 3) Participate in weekly Upper House staff devotions and prayer.

### **IV. QUALIFICATIONS**

#### **Lifestyle Commitments:**

- 1) Spiritual health and fellowship—including membership in a local church, study of Scripture, and spiritual disciplines
- 2) Engagement in continuing education opportunities for professional and personal growth
- 3) Personal conduct reflective of CCSC and Upper House statements 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