

## Administration Office Assistant

### Organization

The Stephen & Laurel Brown Foundation (Upper House) serves the University of Wisconsin and Madison communities by curating experiences of Christian thinking, being, and doing for personal transformation and for the life of the world.

Based in University Square in the heart of the University of Wisconsin (Madison) campus, Upper House provides multi-experiential space and programming expertise, where people, faith, values, ideas, and the arts come together in a dynamic environment that fosters spiritual, intellectual, and cultural formation.

In carrying out its mission, the Stephen & Laurel Brown Foundation works in partnership with community leaders, nonprofit organizations, student-based ministries, and churches, along with university departments, centers, and institutes.

The Foundation also offers its retreat center—Dottie’s Ranch—located approximately 15 miles outside of Madison for reflection, team building, and leadership development purposes.

### Position

The Administration Office Assistant position is a part-time role in support of the Administration Office. This person reports directly to the Director of Administration. Duties include the following areas: (1) human resources management, (2) financial management, (3) operations management and hospitality support, and (4) general administration.

The Administration Office Assistant will contribute to a highly functioning Administration Office that serves all Foundation stakeholders (e.g., board members; staff; external partners/vendors; university students, administrators, faculty; and community members). As part of the Administration Office team, s/he will support efforts to maintain an organized, efficient, and healthy team culture.

### Responsibilities:

#### Human Resources / Payroll (30%)

- Serve as a support liaison with vendors, such as payroll, insurance providers, benefits administration, etc.
- Maintain employee benefits enrollment including health insurance and 401(k) retirement plans. Complete annual health benefits re-enrollment and reporting requirements.
- Oversee bimonthly submission of payroll for hourly employees, maintain payroll deduction changes, and attend to other payroll details.
- Maintain proper records of employee paid time off (PTO).
- Monitor and encourage staff use of spiritual retreat days for their benefit and the benefit of our team culture, including the collection of all spiritual retreat day planning documents.
- Maintain personnel records, dispose of old records properly, and when needed contact employees to update their contact information and other key documents.
- Maintain calendar for regular staff training needs, e.g. safety protocols, program curation processes, etc. Schedule training sessions as part of regular staff meetings/retreats.

## **Administration Office Assistant**

- Help administer hiring processes, employee recognition practices, development plans, and performance review protocols.
- Assist in hiring processes including job postings, scheduling job interviews, and arranging onsite visits.
- Coordinate all orientation and training (onboarding) sessions for new employees.
- Schedule staff birthday parties, the staff Christmas celebration, and the annual summer staff picnic. Provide administrative support for staff meetings and retreats, as needed.
- Assist with the regular review and updating of the Employee Handbook.

### Financial Management Assistance (30%)

- Assist with bookkeeping tasks as directed by the Director of Administration.
- Assist with administrative and financial processes for all book sales related to Upper House programming.
- Assist with grant project management and administration, as needed.

### Operations Management and Hospitality Support (20%)

- Administer invoices and Dottie's Ranch Facilities Use Agreements, in coordination with Hospitality and Guest Services Coordinator.
- Confirm weekly room reservations at Upper House including creating room scheduling signage.
- Administer semester mutuality agreements with Hospitality and Guest Services Coordinator.
- Assist with hospitality needs related to local events.

### General Administration (15%)

- Assist with regular communication with Prayer Council participants.
- Strengthen and unify centralized digital file organization for staff and board members to access critical documents and stay connected remotely (e.g., Microsoft/OneDrive files).
- Assist with the management of Board meeting calendar and communications.
- Serve as a valued team member and colleague/collaborator on special projects as assigned.

### Personal and Professional Growth (5%)

- Under the direction of supervisor, attend educational and ministry-related training that offers renewal and growth opportunities.

### **Qualifications**

- Commitment to the Lordship of Christ over all dimensions of life and a high level of spiritual maturity.
- Commitment to university-oriented ministry attending to all university stakeholders.
- Demonstrated ability to maintain a high level of confidentiality.
- Strong attention to detail and ability to prioritize work to achieve deadlines.
- Excellent writing/editing, spreadsheet, and verbal communication skills.
- Ability to self-initiate, self-monitor, and work effectively in a dynamic setting.
- Willingness and desire to engage with the broad array of university and community members and serve as a positive role model.

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- Ability to assess problems and ask meaningful and relevant questions to understand the issues and potential causes.
- Familiarity with Microsoft Office Suite, including Word, Excel, and PowerPoint.
- Ability to work independently as well as within a team environment