



### **Title**

The Lumen Center Intern

### **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 (TLC), New College Madison, Upper House Fellows Program, and STUD|O. The Foundation includes two physical properties: Upper House – 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 Lumen Center (TLC) Intern—a part-time position averaging 9-15 hours per week—reports to the Manager of Academic Programs for the Lumen Center and assists in 4 areas of the Foundation's work: (1) Assisting TLC staff with administrative tasks, (2) Executing on event-planning logistics to create a positive guest experience during Foundation programs, (3) Hosting external group gatherings in the Upper House space, and (4) Participating in weekly meetings with the intern team and supervisor(s), designed for professional and spiritual development.

## **Responsibilities**

### **1.TLC Administrative Tasks**

- Assist in preparing materials and processes for events and staff meetings (event set and reset, greeting, etc.).
- Assist with monitoring the website ([slbf.org/lumen-center](http://slbf.org/lumen-center)) and related data, transfer data to the Foundation's CRM, and help prepare the quarterly newsletter.
- As schedule allows, participate in the intellectual life of the Lumen Center staff including reading and discussion groups.
- Other administrative duties and special projects as assigned.

### **2.Guest Services**

- Articulate and embody hospitality through intentional guest services during Foundation programs.
- Communicate with and train volunteers for Foundation programs.
- Prepare food and the Upper House space for Foundation programs.
- Engage guests and speakers before and after Foundation programs to create a hospitable atmosphere.

### **3.Hosting External Groups**

- Facilitate the setup and reset of the physical space, food, and technology, for external group reservations.
- Be available to direct guests and answer questions during external group reservations.
- Serve as primary Foundation representative, assuming responsibility of the physical space and guest safety.

### **4.Professional and Spiritual Development**

- Meet with Upper House Intern Team and Intern Supervisor(s) once per week to build team dynamics, review previous programs, prepare for upcoming programs, and discuss spiritual development reading assignment.
- Meet once per week with supervisor (Manager of Academic Programs) for training and planning, to execute on Responsibilities 1-3 listed above.

## **Qualifications**

Other important qualifications include:

- Commitment to the Lordship of Jesus Christ and a high level of spiritual maturity.
- Heart for communicating the gospel to the university community.
- Interest in pursuing postgraduate education and/or a career in academia.
- Strong interpersonal skills.
- Strong leadership skills, including maturity, humility, responsibility, and initiative.
- Flexible schedule.