# bw logoHousing and Staff Services Manager

Urbana 18 (Functions Team)

Position Description

Supervised by: Associate Director of Operations – Functions

Status: Full-time / Exempt / Limited Term (position begins 5/2/18; position ends 2/28/19)

Location: Preferred: InterVarsity’s National Service Center (NSC) – Madison, WI

Possible consideration of non-Madison location

**To advance the purpose of InterVarsity, this position will** manage the city-wide inventory of hotel room blocks. The position will also coordinate the travel, housing, meals, and service needs of InterVarsity staff working for the Urbana 18 conference. Special attention will be made to providing exceptional service and improving communication methods.

MAJOR RESPONSIBILITIES

**Spiritual Growth:**

* Be a maturing disciple of Jesus Christ: growing in love for God, God's Word, God's people of every ethnicity and culture, and God's purposes in the world

Urbana Housing:

* Work with event housing vendor; administrate the current hotel sleeping room inventory and blocks
* Build inventory of hotel sub-blocks
* Ensure established policies are communicated and upheld
* Assist with the monitoring of the Urbana Housing Infoline, effectively partnering with the team to best serve and manage housing questions and special requests

**Staff Travel:**

* Assist in communicating travel guidelines and policy as necessary
* Design and administer staff expense reimbursement system in partnership with Accounting Services
* Organize charter bus service for Madison and Chicago based staff; provide for effective communication of these services to all users
* Assist in designing and administering staff arrival and departure system in St. Louis

**Staff Housing:**

* Facilitate the process of compiling, matching, allocating, publishing, and communicating all staff housing assignments
* Work with Hotel Services personnel to preserve and maintain staff room blocks
* Monitor staff housing emails and social media
* Audit and approve hotel invoices and manage payment process of invoices

**Staff Meals:**

* Collaborate with Urbana Leadership and Functions Manager to plan onsite, pre-conference staff banquet
* Partner with Accounting and other necessary teams in identifying and procuring best method for providing staff meals

**Staff Lounge:**

* Prepare and execute plan for the staff lounge
* Partner with Urbana and hotel personnel in designing effective use of lounge space
* Ensure needed labor resources are scheduled and trained
* Prepare, order, and receive necessary supplies (food, beverage, and others)

**Administration and Compliance:**

* Submit requested reports to Associate Director of Operations on time
* Prepare a complete final report by the assigned date

Contribute to the effectiveness of the Urbana Functions Team:

* Work in partnership within the team and with other teams as required
* Participate in Urbana Operations Team and other Urbana-related meetings
* Travel to conference site and team meetings as required

**Maintain technical, professional and spiritual growth and development:**

* Stay current with computer programs InterVarsity uses to support the above functions
* Attend workshops, webinars and classes as necessary

**Developing a 10% funding base:**

* Develop and manage a donor base
* Communicate with donors at least quarterly

**QUALIFICATIONS**

* Annually affirm InterVarsity’s Statement of Faith
* Shared value in the mission of Urbana – *To compel this generation to give their whole lives for God’s global mission*
* Bachelor’s degree or equivalent experience required
* Previous administrative experience preferred
* Previous project experience preferred
* Previous hotel and/or accounting experience desirable
* A working knowledge of current web applications
* A working knowledge of current Microsoft Software applications (Outlook, Word, Excel, Access and PowerPoint)
* Attendance at a previous Urbana conference strongly preferred
* Effective oral and written communication skills
* Ability to work independently without close supervision
* Ability to work under the pressure of deadlines and manage competing priorities
* Ability and commitment to work effectively in a diverse team environment
* Ability to maintain accurate records and files
* Ability to develop consistent procedures for doing work
* Attendance required at Urbana 18; other travel as needed
* Ability to organize people, events, and details

**Hotel and Staff Services Coordinator**

InterVarsity Christian Fellowship/USA

**Frame of Reference**

All staff members subscribe annually to the Purpose Statement of InterVarsity:

*In response to God’s love, grace and truth:*

The purpose of InterVarsity Christian Fellowship/USA is

to establish and advance at colleges and universities

witnessing communities of students and faculty

who follow Jesus as Savior and Lord:

growing in love for God,

God’s Word,

God’s people of every ethnicity and culture

and God’s purposes in the world.

This purpose is admittedly more limited than the Great Commission. As a mission extension of the local church, we have adopted boundaries on our activities based on our call to serve a defined group of God’s people. Within the context of InterVarsity’s purpose, all of the relationships and tasks that staff members engage in as part of their work for InterVarsity have both eternal and temporal components.

*Values:*

InterVarsity is committed to developing men and women from diverse cultures, backgrounds, and generations, whom God calls to work with us for both shorter and longer periods of service, as we pursue the call of God in the university world.

*Maturing Disciple of Jesus Christ:*

Every InterVarsity staff member is to be a maturing disciple of the Lord Jesus Christ, growing in obedience to the Scriptures. The marks of a long-term love relationship with Christ in the fullness of His Spirit are described in Galatians 5:22: “The fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self control.” In the workplace, this fruit is revealed in healthy working relationships which encourage all staff to accomplish their work and enhance their focus on the spiritual aspects of their work.

*Team Work*:

Each individual staff person is a vital member of Christ’s body. This means that we will work with one another in ways that honor and encourage all to grow in Christ while accomplishing His work. Our community requires that each individual serve as a team member in a collegial and open environment based on values, relationships, and vision as well as structure and position.

InterVarsity staff, both employees and volunteers, commit to serve God and all InterVarsity colleagues, students, and partners, with sensitivity to both the eternal and temporal dimensions of our work. “Whatever your task, work heartily, as serving the Lord.” (Colossians 3:23a)