



Pres House Apt Residential Fellow

Position Description

PRES HOUSE APARTMENTS (www.phapts.com) is a home at the heart of the University of Wisconsin-Madison campus. In keeping with the Christian tradition of hospitality, PH Apartments is dedicated to providing high quality student housing, developing a caring residential community, and supporting the spiritual, emotional, and intellectual growth of residents. PH Apartments is owned by the non-profit Presbyterian Student Center Foundation (Pres House). PH Apartments welcomes individuals of every perspective and background.

The PH Apartment Residential Fellow works with the Director of Residential Community to plan and facilitate activities and programs that reflect the values of the PH Apartments, to foster a healthy residential community, and to support the individual success of residents. The PH Apt Residential Fellow will serve as a resource to residents, including regular communication about community events and opportunities. The Residential Fellow will lead the PH Apt Scholars Program, planning and facilitating all associated activities and events. The Residential Fellow will facilitate communication with Scholars, ensure attendance and participation, and facilitate the growth of community between Scholars. The Residential Fellow will also oversee the Community Engagement Opportunities Program, tracking participation points, communicating about qualifying activities, programs and participants' progress. **Residential Fellow must reside in PH Apartments during the lease year and participate in the Future Focus program.** The Residential Fellow must be in residence and ready to assist with move in no later than August 15th, with duties extending at minimum through spring semester finals. There is some orientation to position and duties that begin prior to move-in date; specific dates can be negotiated.

Specific Duties:

PH Apartment Scholars Coordination:

- Develop **plan for PH Apartment Scholars' events** for the upcoming academic year in consultation with the Director of Residential Community.
- Work with the Director of Residential Community to **track spending & budget** through the year.
- Coordinate all **logistics of Scholars' events** including communicating with outside parties, partners and speakers, arranging transportation if needed, shopping for any food (costs will be reimbursed by Pres House), preparing materials, and any other logistics needed for successful events.
- **Communicate regularly with** each person in the **Scholars' Program**- one to one and as an entire group –insuring all participants are informed of events they are required to attend and what they need to know/do/bring in relation to that event.
- **Track Scholars' attendance** at each event to ensure compliance with program expectations.
- **Facilitate Scholar Program participants getting to know one another** - both formally and informally - and make every effort to **know all the students in the program** beyond formal Scholars events.

CEO Coordination:

- Help schedule **CEO kick-off and orientation**; meet with participants unable to attend kick-off event.
- **Compile events and programs** offered that would fit with the goals and parameters of CEO program. **Communicate these opportunities to participants** monthly (at minimum).
- **Receive participants' logged events/activities and keep track of corresponding points.** Communicate progress to participants on monthly basis.

- Help plan **mid-year and end of year group events**.

Building Wide Responsibilities:

- Assist the Director of Residential Community to **plan for building wide programs** and events throughout the academic year, paying special attention to facilitating wellness, cross cultural communication, and community building within PH Apartments.
- Assume responsibility for **planning/leading building wide events**, including coordinating logistics of events: communicating with outside parties, partners and speakers, arranging transportation if needed, shopping for any food (costs will be reimbursed by Pres House), preparing materials, and any other logistics needed for successful events.
- Assist with **set up, clean-up and tracking attendance** for resident activities and programs.
- Help **take pictures of ph Apartment events** for Facebook, Twitter and Web use.
- Assist in **communicating with residents**, including: email, bulletin boards, flat screen notifications, PH Apt website, social media (FB/Twitter).
- Develop and maintain and **approachable and friendly demeanor** with residents and, where possible, take the initiative to get acquainted with residents in the Apartments. **Convey any concerns** you hear about any resident's well-being to the Director.
- **Make suggestions and take initiative** to try out ideas to build community at PH Apartments.
- Work in conjunction with other students and the Director of Residential Community to support building-wide programs and events, helping **identify opportunities to collaborate and integrate activities** sponsored by various programs and groups (Next Step, BFSC, micro-communities, Pres House Council and Scholars Program).
- **Meet regularly with the Director of Residential Community** to assess progress toward Fellow's goals, goals for community, and goals for Scholars program.
- Assist Pres House staff in **monitoring use of parking** at the rear of the Apartments, including placing warnings and contacting parking enforcement to issue tickets on those parked inappropriately.
- Serve as a **resource to residents** regarding **developing skills necessary to apartment living** and appropriate protocol in **responding to concerns and emergencies**.
- **Attend and participate in all Future Focus activities**.
- **Commit fully to the values of the PH Apartments** and set a good example by living them out.

Expectations

This internship is designed to provide an opportunity for learning and growth in educational and community leadership. The Residential Fellow should be prepared to be self-reflective on their experience, as well as to be challenged by it. The Director of Residential Community will serve both as a supervisor and mentor to design the opportunity in light of the Fellow's interests, skills and goals. Fellow will participate in Faith in Action peer reflection meetings and activities with other interns living at ph Apartments.

While the work load will vary somewhat through the year based on demands of planning and specific events, this position will require 30 hours a month (average 5-10 hours/week) from the intern. The work in some weeks may exceed 10 hours, while the work for other weeks may be less than 5 hours. It is the Resident Fellows' responsibility to keep track of the time they spend and communicate any concerns about work flow (too much or too little) to the Director of Residential Community during their supervision.

Skills and Experience

The position requires a person who is organized, a self-starter, detail oriented, and is committed to the vision for the PH Apartment Residential Community. Experience coordinating people and events strongly preferred. Applicants with intercultural experience preferred; Chinese & English language skills a plus.

Compensation and Benefits

Stipend for 2018-2019 still under review/to be determined.