

## Secretary

Nurses Christian Fellowship (NCF)  
Position Description

**INTERVARSITY®**

Supervised by: NCF Director / Administrative Assistant  
Status: Part-time / Non-exempt  
Location: InterVarsity's National Service Center - Madison, WI

**To advance the purpose of InterVarsity, this position will** assist NCF office staff with communication, services, the NCF database, and NCF website.

### MAJOR RESPONSIBILITIES

#### **Administratively supporting the Director and Administrative Assistant:**

- Answer email and phone inquiries
- Process NCF memberships
- Assist in handling correspondence as needed.
- Create and maintain work on Power Point presentations and website resources
- Fill requests for various NCF resources (for conferences, student and nurse groups, etc)
- Provide assistance in maintaining the NCF database
- Maintain the filing system and file paperwork as necessary
- Assist the Webmaster with maintaining NCF website as directed
- Process orders requesting NCF materials

#### **QUALIFICATIONS:**

- Annually affirm InterVarsity's Statement of Faith
- Bachelor's degree or equivalent experience is required
- Effective oral and written communication skills
- Ability to organize events and the details involved
- Ability to maintain accurate records and files
- Ability to take charge of tasks and work independently without close supervision
- Open to learn new concepts, methods and skills
- A working knowledge of current Microsoft software applications (Word, Access, Excel, and PowerPoint) is preferred
- Demonstrated ability and commitment to work in a diverse team environment
- Previous experience with web design preferred

# NCF Secretary 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)