



UW SYSTEM ADMINISTRATION | OFFICE OF THE PRESIDENT OFFICIAL FUNCTIONS | MADISON, WI

JOB ANNOUNCEMENT

BRITTINGHAM ESTATE HOUSE MANAGER

The [University of Wisconsin System](https://www.wisconsin.edu/about-the-uw-system/) is one of the largest systems of public higher education in the country and employs more than 39,000 faculty and staff statewide. The UW System's combined enrollment headcount is approximately 170,000, and the System confers more than 36,000 degrees each year. Learn more about the UW System at <https://www.wisconsin.edu/about-the-uw-system/>.

POSITION SUMMARY

Located in the Highlands area of Madison's west side, Brittingham House is the official residence of the University of Wisconsin System president. The [President of the UW System](#) has full executive responsibility for the operation and management of the University of Wisconsin System. The house is used frequently for dinner, receptions, business meetings, football tailgates, and other events. This position reports directly to the Special Assistant for Strategic Operations within the Office of the President. The Brittingham Estate House Manager serves as the on-site manager and supports events held throughout the year.

MAJOR RESPONSIBILITIES

Under the general supervision of the Special Assistant for Strategic Operations, this position will perform a wide variety of activities associated with events at Brittingham House Estate and the general esthetic of Brittingham House and furnishings, the Squash House, and the garage. This position requires the ability to work collaboratively within a team environment as well as make independent judgments. Specifically, this position will:

- Recruit, select, train, schedule, supervise, and evaluate event staff.
- Set up and prepare Brittingham House for events.
- Work with the Event Coordinator and House Associates to prepare for and set up all events.
- Coordinate with vendors and other departments supporting events.
- Attend events to manage any problems as needed.
- Schedule, and oversee appointments for household repairs and general maintenance.
- Maintain the general esthetic of Brittingham House and furnishings, Squash House, and garage at all times by cleaning and performing general maintenance on a continuous basis.
- Patrol the estate grounds and perform housesitting duties at the request of the President or his/her designee.
- Serve as the on-call contact person for maintenance, police, etc.

MINIMUM QUALIFICATIONS

- Experience managing or maintaining a public, private, or personal residence.
- Ability to keep house, furnishings, and household items in clean condition.
- Ability to coordinate with vendors and other departments to set-up and takedown events.
- Ability to identify, schedule, and oversee appointments for household maintenance and repairs working within state rules and budget guidelines.
- Ability to work independently and the ability to establish and maintain effective working relationships with fellow employees, other administrative officials, and the public.
- Ability to process, protect, and exercise discretion in handling confidential information and materials.
- Ability to carry out work assignments and follow through on assigned tasks with consistent accuracy and detail.
- Ability to maintain focus while working in a fast-paced, high-pressure environment.
- Ability to present a professional and hospitable attitude at all times.
- Ability to learn and be a proficient user of Microsoft Outlook, Word, and Excel as needed.
- Demonstrated understanding of, sensitivity to, and respect of the diverse, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of students, faculty and staff.
- Ability to lift 25 pounds and walk stairs with supplies
- Ability to work evenings and weekends

CONDITIONS OF EMPLOYMENT

The Brittingham Estate House Manager (Official Title: Facilities Management Specialist 1, #05501) is a full-time, hourly (non-exempt) university staff position. There is a residency requirement in a Brittingham Estate property agreeing to a lease agreement paying rent at 50% of the market value of the property according to WI Department of Administration guidelines. Upon termination of this position, a 30-day notice will be given to vacate the premises. The current monthly rental fee of \$674 per month is established by the 1995 base year appraisal and escalated biennially. The annual rental rate shall be subject to a biennial cost-of-living adjustment. The successful candidates can expect to make between \$22.00 and \$29.00 per hour commensurate with qualifications and experience. UW System employees receive an excellent benefit package. To learn more about the UWSA comprehensive benefit package, please access [ALEX](#), the UW System's on-line virtual benefits counselor. In addition to ALEX, you can read our benefit summary guide: [Summary - Faculty, Academic Staff & Limited Appointees](#). Furthermore, the [UW System Total Compensation Estimator](#) is a tool designed to provide you with total compensation information.

WORK LOCATION

Brittingham Estate House, 6021 S. Highlands, Madison, WI

SPECIAL NOTE

Employment will require a criminal background check. It will also require you and your references to answer questions regarding sexual violence and sexual harassment.

"The University of Wisconsin System is engaged in a Title and Total Compensation (TTC) project to redesign job titles and compensation structures. As a result of the TTC project, official job titles on current job postings may change in Spring 2020. Job duties and responsibilities will remain the same. For more information please visit: wisconsin.edu/ohrwd/title-and-total-compensation-study/."

APPLICATION INSTRUCTIONS

To ensure full consideration, please submit application materials as soon as possible. Applicant screening will begin immediately and be ongoing through FRIDAY, NOVEMBER 29, 2019. Applications may be accepted until the position fills.

1. Go to the UWSA Applicant Portal to submit your materials online. The web address is:
<https://www.wisconsin.edu/ohrwd/uwsa/careers/current-jobs/apply/>
2. Select the appropriate applicant portal, either [External Applicants](#) or [Internal Applicants](#).
3. Locate the position you want to apply for and click on the position.
4. Follow the onscreen instructions and be sure to include your salary expectations when asked in our applicant tracking system. In addition, please be sure to upload **ALL THREE** of the required documents: resume, cover letter, and references **as PDF files**. Failing to include any of these documents may disqualify your application. Uploading your documents as PDFs is also critical to maintain the formatting of your documents.
 - a. **Your cover letter MUST specifically address how your education and experience relate to the position and qualifications. Be sure to emphasize the areas outlined under "Minimum Qualifications."**
 - b. Your reference page should include the names, addresses, e-mail addresses, and phone numbers for three professional references **with at least one being from a current or previous supervisor**.
5. Include a statement of whether you wish to have your application held in confidence or made available to the public upon request. Please note that in the absence of any statement regarding confidentiality, we will assume you do not wish to have your application held in confidence. The UW System will not reveal the identities of applicants who request confidentiality in writing, except that the identity of the successful candidate will be released. See Wis. Stat. sec. 19.36(7).
6. Submit your application.

Questions may be addressed to: Wanda Manning, HR Generalist, UW System Human Resources, at wmanning@uwsa.edu.

The University of Wisconsin System Administration is an affirmative action/equal opportunity employer and actively seeks and encourages applications from women, minorities, and person with disabilities.