Peer Leader Program Graduate Apprentice Job Description

Division: Student Life

Department: Academy for Leadership Development

Position Title: Graduate Assistant (Apprentice) for the Peer Leader Program

Responsible to: Senior Coordinator for Leadership Development

Mission: The Baylor University Peer Leader Program advances the educational growth, leadership skills, and personal development of upper-year peer leaders by equipping them to educate and empower their peers to navigate and maximize their Baylor experience.

Scheduling:  
Work starts August 1st and ends the Friday before Graduation (use this last day to check out and turn in keys, etc.)

Breaks for the upcoming year:  
• Fall Break  
• Thanksgiving Holidays  
• Christmas Break  
• Martin Luther King, Jr. Holiday  
• Spring Break  
• Easter Holiday  
• Diadeloso

The graduate assistant supports the mission of the department by supporting the university-wide Peer Leader program and also managing the peer leader program tied to the New Student Experience (NSE) LDS 1301 sections. The graduate assistant will set office hours during the week which can be changed with the approval of the supervisor. Work hours will also be spent during weeknights and weekends throughout the year.

Time scheduling for Graduate Assistants:  
According to Baylor University’s Graduate Apprentice Stipend Guidelines, graduate apprentices are paid biweekly on an hourly basis. During the academic semester, a graduate student who works 20 hours a week should expect earnings of $8,057 for the first 10-month academic year. A student may expect to earn $9,648 for the second 12-month year.

Graduate Assistants are to work 20 hours per week. The nature of the position may require overtime (weekend and weeknight activities). This flex time can be used for upcoming projects, midterms, exams, etc. per arrangements with the supervisor.
**Job Responsibilities:**
- Recruit for and advise the Peer Leader Steering Committee
- Assist the Coordinator for Leadership Development with recruiting students and promotion of the Peer Leader Program
- Assist NSE LDS 1301 peer mentors with the development and implementation of projects and meetings
- Engage returning peer leaders in ongoing leadership development
- Assist with training for all Peer Leaders in the fall and spring
- Assist with coordination and preparation of Peer Leader and Academy for Leadership Development events
- Prepare monthly leadership topic newsletter
- Perform other duties as assigned
- Serve on a Student Life Work Team in second year of program (at least)

**Time:** 20 hours per week