Graduate Apprentice for Academic Initiatives and Assessment
Position Description

Division: Student Life

Supervisor: Associate Director for Academic Initiatives

Purpose: This Graduate Apprentice position will assist in the development and implementation of academic initiatives and assessment, including Living-Learning Programs, Faculty-in-Residence and departmental assessment within Campus Living & Learning at Baylor University.

Duties and Responsibilities:

1. Living-Learning Programs
   - Aid Associate Director for Academic Initiatives with the overall coordination of Living-Learning Programs, including Living-Learning Centers and Residential Colleges
   - Attend monthly Living-Learning Program Director meetings and assist in taking minutes, preparing agendas, and communication
   - Serve on future Living-Learning Program planning committees and assist in taking minutes, preparing agendas, and communication
   - Update Living-Learning Program Director manual
   - Assist with annual Living-Learning Program Symposium

2. Faculty-in-Residence Program
   - Aid Associate Director for Academic Initiatives with the overall coordination of Faculty-in-Residence program (FIR)
   - Attend monthly FIR meetings; assist in taking minutes, preparing agendas, and communication with FIRs
   - Assist with FIR Search Committees each spring; assist in taking minutes, preparing agendas, and communication with committee
   - Assist with annual fall FIR training (new and all)
   - Oversee FIR Programming budgets and reimbursements
   - Educate Community Leaders on importance of faculty involvement within the residence halls (fall training, spring training, and on-going)
   - Update Faculty-in-Residence manual
3. Student Success Collaborative and Fall Transition Survey
   - Develop training processes and materials for residence hall directors for their utilization of SSC
   - Coordinate and develop marketing for Fall Transition survey
   - Prepare weekly updates related to student participation with survey and develop incentives to assist in meeting the university goal for student participation
   - Work with Associate Director for Academic Initiatives to analyze data and develop reports and summaries
   - Ensure hall staff follow up with students with moderate to high risk related to on-campus living factors

4. Departmental Assessment (EBI Benchworks Resident Assessment)
   - Coordinate marketing for resident assessment survey (conducted every three years)
   - Organize and administer survey
   - Solicit incentives for student participation
   - Develop training processes and materials for residence hall directors to review data
   - Serve on Student Life Division Assessment committee
   - Work with Associate Director to analyze data and develop assessment reports

5. Serve on one Resident Learning committee work group (Community Leader Recruitment and Selection or Community Leader Training and Development)

6. Attend Student Life and CL&L trainings and functions as requested

7. Fulfill other duties as assigned.

Qualifications:

- Preferred experience in Residence Life, university academic success initiatives, and assessment
- Computer Skills (Word, Excel, PowerPoint, Publisher, etc.)
- Excellent written and oral communication skills
- Customer service skills and orientation