Purpose
The Graduate Apprentice for International Programs & Services will assist the Center for Global Engagement with the development and implementation of transitional programming and support services that assist international students during their time at Baylor University. The focus of the GA’s work will be in the areas of educational programming, orientation, social media/communications, and assessment. The position also allows for some experience with Baylor’s study abroad program as well.

Specific Duties
1. Assist with planning and implementation of International Student Arrival and Orientation each semester
2. Assist with selection and training of Global Ambassadors and development of the Ambassadors program (a group of undergraduate students who serve the CGE and Baylor’s international population)
3. Coordinate all social media (Facebook, Twitter, Instagram, etc.) for international student communication
4. Develop and implement a series of educational workshops for international students focusing on various educational and cultural topics
5. Create and maintain information on ISSS webpages regarding life in the U.S. and other helpful topics
6. Assist Coordinator with trips and excursions for international students (includes traveling on 1-2 day trips per semester to various locations around Texas)
7. Assist with assessment of programs and student satisfaction
8. Research other institutions’ policies, procedures, and staffing to determine best practices
9. Other duties as assigned by the Director

Qualifications
Required
- A Bachelor’s Degree and enrollment in Higher Education Student Affairs graduate program or graduate program in a related field
- Experience with program planning
- Excellent written and oral communication skills
- Excellent computer skills (Microsoft Office) and social media skills

Preferred
- Previous experience working with individuals from other countries/cultures (study abroad, campus/community organizations, etc.)
- Experience with new student orientation, leadership training, and program assessment

Expectations
Minimum of 20 hours a week
2-year commitment

Compensation
Tuition Remission
Monthly Stipend