Multicultural Affairs Graduate Apprentice Job Description

The mission of Multicultural Affairs is to enrich the holistic development of each student by encouraging them to celebrate their personal heritage and embrace the culture of others.

The Graduate Apprentice (GA) supports this mission by planning and implementing:

- Mosaic Mixer: an organization fair and showcase for all of Baylor’s multicultural organizations on campus. It takes place during the first week of school and attracts over 1000 students
- Multicultural Affairs Week: a week of events highlighting Baylor’s 4 largest minority groups
- Multicultural Officer Mixer (fall) and Officer Transitional Workshop (spring): introduction of officers of multicultural organizations to the department, provide training in leadership and best practices, and facilitate collaboration between organizations
- History Months: GAs work with student groups and committee members to develop and support campus-wide programming to celebrate Hispanic Heritage Month (Sep-Oct), Asian American Pacific Islander Month (Oct-Nov), Black History Month (February), and Women’s History Month (March)
- Multicultural Student Leadership Summit: an annual conference hosted by the Multicultural Leadership Cabinet with attendees from across Texas

Outside of these particular events, Graduate Apprentices have the following responsibilities:

- Serve as a resource to our multicultural student organizations, by providing guidance as necessary.
- Serve as a liaison between the organization and the department.
- Assist with coordination and preparation of departmental and program related publications (i.e., brochures, event posters, etc.)
- Represent the department at institutional events (i.e., admissions events, orientation)
- Support other programs of the department, as needs and interests align: MISTER (Males Inspiring Success Through Education & Relationships), STEPS (a peer-to-peer mentorship program), Cross-Cultural Dinners, Lunch & Learn programs, Freshmen Action Team, Better Together BU, Multicultural Leadership Cabinet, etc.
- In the second year, GAs have the opportunity to supervise a student intern and serve on a Student Life work team

The Department of Multicultural Affairs encourages Graduate Apprentices to be active team members, providing feedback for improvement and initiating new programs that further the mission. Each GA has an annual budget to manage ($500/first year; $1000/second year).

Time: 20 hours per week. The Graduate Apprentice will set office hours during the week. Some evening and weekend work is required. Flex time will be granted, upon supervisor approval, to compliment academic experience.