Position Description
Graduate Apprenticeship in New Student Programs

Division: Student Life
Department: New Student Programs
Responsible to: Coordinator for New Student Programs

PURPOSE
The Graduate Apprentice for New Student Programs assists the Coordinator for New Student Programs in the development of programs in order to achieve the goals of the department and university related to the matriculation of new students.

RESPONSIBILITIES
Assist in planning and implementation of Orientation, Baylor Line Camp, and Welcome Week/Welcome Weekend.

Shape and facilitate training and development of student leaders serving with New Student Programs.

Create, launch, and summarize assessments of new student needs to inform the planning of new student initiatives.

Participate in the recruitment, interview, and selection process for student leaders for summer programs (Baylor Bound, Line Camp Leader, and Welcome Week Leaders).

Perform other duties as assigned.

SUPERVISION
General instruction, developmental conversations, and periodic review are given by the Coordinator for New Student Programs.

Attendance and participation in New Student Programs staff meetings is expected.

QUALIFICATIONS
Bachelor’s degree and admission to graduate work at Baylor University in Higher Education & Student Affairs or a related field is required. Additionally, the Graduate Apprentice must have an ability to work independently and on a team and to interact effectively with students and parents. New Student Programs works together from a strengths-based leadership model. Graduate Apprentices should exhibit a willingness to
make the most of the learning experience and embrace the opportunity to
take on tasks/responsibilities that complement his/her giftedness and
strengths.

CONDITIONS
This position is classified as Graduate Apprentice. The Graduate
Apprentice is expected to work 20 hours per week (fall, spring, and
summer semesters). Some evening and weekend work is required. This
person is expected to be here during the summer.