Graduate Apprentice for Formation
Job Description

Department: Spiritual Life - Formation & Baptist Student Ministries

Supervised by: Associate Chaplain, Director for Formation and BSM

Purpose: The Graduate Apprentice for Formation assists the area of Spiritual Life in two primary ways:

1) By fostering community opportunities for international Baylor students.
2) By developing marketing and advertising efforts for its various programs and services in order to achieve the goals of the department and university related to the life of faith and moral development.

Primary Job Functions:

- **Cross-Cultural Ministries**
  - Collaborate with Center for International Education
  - Collaborate with Ministry Associate for Cross-Cultural Ministries to create programming and opportunities for education and creating intentional community between international and American Baylor students

- **Marketing and Communications**
  - Assist the Area of Spiritual Life (as needed) with marketing and communications
  - Maintain social media and internet communications

- **Other duties and leadership responsibilities as needed**

Rotating Job Functions:

- **First Year Apprenticeship Responsibilities**
  - Welcome Dinner-Assisting
  - The 1st Year Retreat-Assisting

- **Second Year Rotating Responsibilities**
  - Welcome Dinner-Coordinating
  - The 1st Year Retreat-Coordinating
    - Director of the 1st Year Retreat Leadership Team

Learning Outcomes:

- To learn departmental processes, structures, and procedures of Spiritual Life
- To be able to recognize and thereby appreciate the integration of faith and moral development within student affairs
- To learn how to best implement marketing and communications within the university environment

Qualifications:

- Proficiency in Microsoft Office-Word, Excel, Publisher, and Powerpoint
- Preferred proficiency in Photoshop, Illustrator
- Excellent written and oral communication
- Good customer service skills
- A basic understanding of the current social networking applications