Student Organizations Graduate Apprentice Job Description

Division: Student Life

Department: Student Activities

Responsible to: Coordinator of Student Organizations and Leader Development

PURPOSE

The Graduate Apprentice for Student Organizations assists the Coordinator of Student Organizations and Leader Development in the development of programs and organizations in order to achieve the goals of the department and university related to student involvement and organizations.

STRUCTURE

The Graduate Apprentice for Student Organizations works in conjunction with the Coordinator of Student Organizations and Leader Development to provide opportunities for the enhancement of student organizations and organizational leadership. The Graduate Apprentice for Student Organizations acts as a member of the Student Activities team.

RESPONSIBILITIES

New Organization Chartering

- Assist the Coordinator of Student Organizations and Leader Development in the chartering and recognition processes for new student organizations
- Meet with students who are considering starting a new organization
- Coordinate the distribution and circulation of all application materials
- Serve as a member of the Charter Council; schedules Council meetings and prepares application materials for Council review
- Plan and facilitate all New Organization Chartering Ceremonies

Student Leader Mentoring

- Advise student organization leaders in problem solving and brainstorming; be available for answering the questions of student leaders
- Meet with newly chartered organization leaders during their first semester as a group

Leadership Development Programs and Event Planning

- Plan and facilitate New Student Organization Charter Workshop Series twice per semester
- Assist in planning and coordination of the Student Organization and Leadership Awards each April
- Assist with the development for a strategic direction and vision for the future of Baylor’s student organizations
- Conduct assessment of student organization programs through surveys and focus groups

Freshman Class Council Student Organization Advisement

- Provide guidance for understanding Baylor University policies and procedures and to provide leadership for the adherence to those rules by the organization
- Act as a consultant in the areas of setting goals, problem solving, policy making, and upholding guidelines and purposes

This position description is subject to change without notice. Graduate Apprentices placed in this position will receive a formal job description from their direct supervisor when they commence their work responsibilities on campus.