Graduate Apprentice for the Union Board

Department:                Student Activities
Reports to:               Assistant Director of Student Union

Overview: The Union Board [UB] exists to create and sustain programs within the Bill Daniel Student Center that are both engaging and enriching in order to foster community and relationships among one another. Programs include Acoustic Cafe [a monthly coffeehouse showcasing student talent], UBreak [a twice a month free breakfast hosted in the BDSC], 5th Quarter [a community wide entertainment event hosted after every home football game], Battle of the Bands [a signature spring event showcasing musical talent] and Movie Mondays [a weekly documentary series hosted at the Waco Hippodrome].

Supports the mission of the university by: The Graduate Apprentice for the Union Board assists the Assistant Director of Student Union and student leaders in the development, implementation and execution of events hosted in the Student Union.

Essential Functions:

- Assist in providing leadership and supervision of the Union Board including providing support for program development, logistics, implementation, risk management, vendor relations and compliance with university policies and procedures.

- Serve as Co-Facilitator for 5th Quarter & Movie Mondays [1st Year] and Lead Facilitator [2nd Year] guiding program development and implementation.

- Manage social media promotion of all Union Board events through platforms such as Facebook, Twitter, Instagram and Baylor Connect [OrgSync].

- Shape and facilitate leadership development retreats and training [fall and spring] for Union Board student leaders.

- Create, launch and summarize assessments of student event feedback to inform the planning of student union programs.

- Participate in the recruitment, interview and selection process for Union Board student leaders.

- Serve as an active member of the Student Activities Office, attend meetings and support and contribute to the departmental goals and initiatives.

- Serve as an active member of the Campus Programs Team, attend meetings and support CUBS initiatives.

Qualifications: 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. Flex time will be granted, upon supervisor approval, to compliment academic experience.