Department of Wellness Graduate Apprentice Job Description

Division: Student Life

Department: Wellness

Position Title: Graduate Assistant (Apprentice) for Wellness

Responsible to: Director of Wellness

MISSION: To integrate the mind, body, and spirit by promoting healthy lifestyles through knowledge and behavior change.

Scheduling Time:

Work starts August 1st and ends the Friday before Graduation (use this last day to check out and turn in keys, etc.)

The graduate apprentice supports the mission of the department by promoting health and wellness education. The graduate apprentice will set office hours during the week which can be changed with the approval of the supervisor. Occasionally work hours will also be spent during weeknights.

Time scheduling for Graduate Assistants:
Graduate Apprentices are paid twice per month and receive nine hours per semester tuition remission to be used within the calendar year. Graduate Apprentices are to work 20 hours per week. The nature of the position may require overtime (weekend and weeknight activities). This flex time can be used for upcoming projects, midterms, exams, etc. per arrangements with the supervisor.

Job Responsibilities:
• Assist the Director of Wellness with wellness and health education endeavors
  • These activities include: co-facilitating the Sexual Assault Advisory Board, Alcohol Awareness Advisory Board, various wellness lectures/events throughout the year and summer, and other tasks, as assigned
• Assist the Addictive Behavior Specialist with teaching assistance, wellness consultations, and programming
  • These activities may include: teaching assistant for HED 4320: Men’s Health and Wellness, coordinating and room reserving for the Alcohol Education Program for Minors, attending the National Collegiate Recovery Conference, and various tasks, as assigned
• Coordinate outreach efforts surrounding wellness areas of concern, such as sleep, diet, exercise, sexual assault/harassment, smoking and tobacco-use, alcohol abuse, drug use, stress, time management
  • Perform other duties as assigned

Time: 20 hours per week

For more information about this opportunity please contact:

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