Graduate Apprentice for the Baylor & Beyond Living-Learning Center  
(Program Coordinator)

Division: College of Arts and Sciences  
Department: Modern Languages and Cultures  
Responsible to: Program Director of the Baylor & Beyond Living-Learning Center

Job Summary:
The graduate apprentice (GA) for the Baylor & Beyond Living-Learning Center works with the Program Director in order to establish meaningful community within the BB-LLC. Specifically, the GA will have duties advising, mentoring, and hiring student leaders, including 1:1’s with students and weekly council meetings. He/she will also plan and implement large-scale student programs, such as community dinners, with a first year experience/global focus. In addition, they will have other opportunities to work closely with faculty and establish meaningful partnerships as well as chances to travel domestically or abroad for missions or academic field trips.

This is an independent position that allows the GA to be visionary/creative and be able to assess the program and make changes and improvements freely; such opportunities include designing a retreat for leader training, curriculum for Welcome Week leader training, topical lobby talks, etc. **This position covers a wide cross-section of higher education areas including: academic affairs, residence life, student development, international student support, first year experience, and programming.** A background or interest in (at least one of the following) first year experience programing, foreign languages, international studies, diversity issues, civic engagement/service, and/or study abroad is preferred but not required.

Responsibilities:

**Student Leadership**
- Hire, train, and mentor student leaders for Welcome Week, Peer Leaders, and Ambassadors
- Advise the Hall Leadership Council and attend their weekly meetings
- Hold office hours to meet and mentor students in the program

**Event Planning and Programming**
- Create additional events/schedule for Welcome Week
- Oversee the development and integration of service projects within the BB-LLC
- Coordinate with leadership team on planning and implementing community dinners, Dr. Pepper hours, professor panels, and other programming as needed
- Oversee student fundraising for the community's chosen philanthropy

**Marketing**
- Process and communicate with students and parents on their housing assignments and housing issues
- Create a weekly newsletter to send out to student community members
- Assist in developing marketing and PR materials to promote the LLC and its events and offerings

**Administrative**
- Take minutes and co-lead LLC Advisory Board meetings
- Assist with updating and accepting student applicants to the program
- Keep track of all students experiential learning and participation in community and LLC events via a spreadsheet system

*Evening and weekend work required and other duties as assigned*

For more information on the LLC, please visit our website: [http://www.baylor.edu/baylorandbeyondllc/](http://www.baylor.edu/baylorandbeyondllc/)
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