**Title:** Graduate Apprentice for Undergraduate Programs

**Department:** Dean’s Office/Engineering and Computer Science

**Reports to:** Associate Director for Undergraduate Programs

**Description:**
The Graduate Apprentice for Undergraduate Programs works with the School of Engineering and Computer Science (ECS) to support, equip, educate, and bring about holistic success for all ECS students. This person is responsible for fostering academic and programmatic excellence through focused recruitment, retention, and leadership initiatives within the school and the associated living-learning program, Teal Residential College.

**Responsibilities:**
1. **Recruitment**
   a. Assist with ECS prospective student recruitment through the support of large and small-scale admissions events (Premiere, Invitation to Excellence, Distinguished Scholars Days), special recruiting opportunities (HS fairs, STEM fairs, etc.), daily visits, etc.
   b. Strategize pathways to recruit and engage traditionally underrepresented prospective students in ECS through creative programming and/or representation at Baylor-wide recruiting events.

2. **Retention**
   a. **New Student Experience (NSE)**
      i. Provide support through all ECS NSE focused activities: Orientation, ECS Baylor Line Camp, and transition courses.
      ii. Assist in the curriculum review process for the New Student Experience in ECS.
      iii. Design and implement a training and leadership program for Peer Leaders, upper-division student leaders in ECS, working with incoming students in ECS NSE courses.
      iv. Manage the assessment process for all ECS NSE courses – feedback from new students, instructors, peer leaders, etc.
   b. **Learning Resource Center (LRC)**
      i. Collaborate with practicum HESA students to provide helpful academic experiences for ECS students outside the classroom.
      ii. Provide staff support by working 2 – 4 hours (of the 20 hours) at the ECS LRC in addition to supervising student staff, tutors, and mentors.
      iii. Assist in the assessment, follow up, and documentation of student use of the LRC and its programs.
   c. **Research and Development**
      i. Support and engage in research for underrepresented populations in ECS.
      ii. Provide assistance in the development of programmatic initiatives, which address the needs of underrepresented students in ECS.
3. Leadership Initiatives
   a. Create and implement a student leader recruitment plan for the School of Engineering and Computer Science – Peer Leaders, ECS Line Camp Leaders, etc. – which would include marketing, application/interview management, and staff maintenance.
   b. Assist in advising the ECS Student Organization Council, a group designed to maximize the synergy of all ECS student organizations.

4. Teal Residential College
   a. Collaborate with the Faculty Steward, Program Director, Hall Director, and Resident Chaplain to realize the vision for Teal Residential College.
   b. Provide guidance to the Teal College Council through mentoring, training, and logistical support.

5. Other
   a. Assist in program development and delivery in areas of student life that further educational programming.
   b. Provide assistance in other areas of ECS as needed.