Position Description
Graduate Apprenticeship in New Student Programs

Division: Student Life
Department: New Student Programs
Responsible to: Senior Coordinator for New Student Programs

PURPOSE
The Graduate Apprentice for New Student Programs assists the Senior Coordinator for New Student Programs in the development of educationally purposeful programming in order to achieve the goals of the department and university related to the matriculation of new students.

RESPONSIBILITIES

Support the curricular and co-curricular aspects of the first-year experience through New Student Programs including student leader training and development, student care/mentorship, and teaching/facilitation for New Student Orientation, Baylor Line Camp, Welcome Week, and Welcome Weekend.

Recruit, select, train, and care for student leaders supporting new student experience programming in the office including Student Leadership Team (11), Orientation Interns (7), Orientation and Baylor Line Camp Leaders (60), Tradition Leaders (12), Welcome Week Staff (375), and Welcome Weekend Leaders (10).

Assist in planning and implementation of Welcome Week and Welcome Weekend through student leader selection and supervision, budgeting, cross-curricular partnership, and schedule development.

Contribute to New Student Orientation and Baylor Line Camp through mentoring NSP Summer Leaders and performing various programmatic tasks as needed.

Co-create and facilitate educationally purposeful training programs for all departmental student leader groups collaborating with institutional and divisional partners focusing on leadership development, teambuilding, small group facilitation skills, program logistics, and safety procedures.

Perform other duties as assigned.
SUPERVISION

General instruction, bi-weekly developmental conversations, and periodic review are given by the Senior Coordinator for New Student Programs.

Attendance and participation in New Student Programs staff meetings is expected.

QUALIFICATIONS

Bachelor’s degree and admission to graduate work at Baylor University in Higher Education & Student Affairs or a related field is required. Additionally, the Graduate Apprentice must have an ability to work independently and on a team and to interact effectively with students and parents. New Student Programs works together from a strengths-based leadership model. Graduate Apprentices should exhibit a willingness to make the most of the learning experience and embrace the opportunity to take on tasks/responsibilities that complement his/her giftedness and strengths.

CONDITIONS

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. This person is expected to be here during the summer.