Position Description
Graduate Apprenticeship I in Campus Programming
Baylor Activities Council

Division: Student Life
Department: Student Activities
Responsible to: Associate Director of Student Activities for Campus Program

PURPOSE
Assists the department in achieving its goal of enhancing the overall educational experience of students through the development of, exposure to, and participation in social, cultural, intellectual, recreational, and philanthropic programs. The graduate assistant is expected to advise the Baylor Activities Council in facilitating programs and activities that conform to the stated standards and overall mission of Baylor University and the program quality and goals of the department.

RESPONSIBILITIES

• Work week of 20 hours to be negotiated with supervisor, intermittent evening and weekend work required
• Attend weekly staff meetings and participate in other staff development activities/projects
• Participate in the planning, promotion, and execution of major campus programs
• Serve as a secondary advisor to the Baylor Activities Council. Specific responsibilities include:
  o Assist with the selection and training of the Baylor Activities Council general membership
  o Attend Baylor Activities Council weekly executive team and partner meetings
  o Manage budget in conjunction with the full-time advisor of Baylor Activities Council
  o Develop student leaders through the planning and execution of BAC’s programs
• Assist in maintaining the Baylor Activities Council Facebook, Instagram, and Twitter in conjunction with the BAC Marketing Coordinator
• Support Campus Programs initiatives, such as membership recruitment
• Perform related duties as assigned

SUPERVISION
General instructions and periodic review given by the Associate Director of Student Activities for Campus Programs, including weekly supervisor meetings

QUALIFICATIONS
Bachelor’s degree
Acceptance into graduate program (M.S. in Student Services Administration)
Effective oral, written, and interpersonal communication skills
Ability to work independently and as a contributing member of a team
Must be flexible, motivated, and able to perform well under pressure
Participation as a student leader in co-curricular activities
Ability to interact effectively with individuals regardless of age, socioeconomic status, race, or gender
Motivation to work by, with, and through campus partners to achieve programmatic goals

rev. January 29, 2018