Graduate Apprentice for the Union Board

Department: Student Activities

Reports to: Assistant Director of Student Union

Union Board Overview: The Union Board [UB] exists to create and sustain programs within the Bill Daniel Student Center that are both engaging and enriching in order to foster community and relationships among students. Programs include Sundown Sessions [a fall and spring late-night/weekend program hosted every Saturday from 9pm-1am], UBreak [a twice-a-month free breakfast hosted in the historic Barbershop], Battle of the Bands [a signature event showcasing musical talent] and Movie Mondays [a weekly documentary series hosted at the Waco Hippodrome].

Supports the mission of the university by: The Graduate Apprentice for the Union Board assists the Assistant Director of Student Union and student leaders in the development, implementation and execution of events hosted in the Student Union.

Essential Functions:

• Assist in providing leadership and supervision of the Union Board including providing support for program development, logistics, implementation, risk management, vendor relations and compliance with university policies and procedures.

• Serve as Facilitator for Sundown Sessions Program [1st Year & 2nd Year] guiding program development and implementation alongside student programming coordinators.

• Serve as Co-Facilitator for Movie Mondays Program [1st Year] and Lead Facilitator [2nd Year] guiding program development and implementation alongside film selection committee.

• Assist with social media promotion alongside student marketing coordinator of all Union Board events through platforms such as Facebook, Twitter, Instagram and Baylor Connect [OrgSync].

• Shape and facilitate leadership development retreats and training [fall and spring] for Union Board student leaders.

• Create, launch and summarize assessments of student event feedback to inform the planning of student union programs.

• Participate in the recruitment, interview and selection process for Union Board student leaders.

• Serve as an active member of the Student Activities Office, attend meetings and support and contribute to the departmental goals and initiatives.
• Serve as an active member of the Campus Programs Team, attend meetings and support area initiatives.

Qualifications: 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. Flex time will be granted, upon supervisor approval, to compliment academic experience.