



**Baylor University**  
SCHOOL OF EDUCATION

**Graduate Apprentice for School of Education  
Coordinator of First Year Experience**

**Position Description**

**Division:** School of Education  
**Department:** Undergraduate Recruitment & First Year Experience  
**Responsible to:** Director, Undergraduate Recruitment and the First Year Experience

**PURPOSE**

The Graduate Apprentice for the First Year Experience assists the Director in the development of programs and resources to achieve the goals of the department and university related to the matriculation and successful transition of new students.

**RESPONSIBILITIES**

Create and launch student programming and messaging that supports the first-year transition of Education students. Collaborate with faculty and staff to find innovative ways to integrate academic and social support.

Shape and facilitate training and development of student leaders within the School of Education through involvement with the Student Advisory Council. Serve as an advisor to the Peer Coaches, Community Building Committee and Special Events & Service Committee.

Investigate and oversee Education student Peer Coach program where upperclassmen Education students are available to mentor first-year Education students.

Review and make appropriate updates to first-year Education student directory for Impact LLC residents.

Coordinate operations for Education Career Pathways Panel program, a reoccurring event that connects Education students with faculty and career-related professionals. (i.e., reservations, event marketing, setup, teardown, post-event assessment)

Develop or update current assessment tool for first-year student programming. Analyze the data to inform decisions of future programming and messaging to continually improve outreach and outcomes.

Research best-practices for student recruitment, development, involvement, and retention and use them to guide all efforts.

Research and, if warranted, coordinate Education service projects that connect Education first-year students to local schools.

Participate in planning and implementing of School of Education Visit Days (e.g., Distinguished Scholars Day, Preview Day).

Create and distribute marketing to support recruitment and first year experience.

Perform other duties as assigned.

## **SUPERVISION**

General instruction, developmental conversations, and periodic review are given by the Director, Undergraduate Student Recruitment & First Year Experience.

## **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. 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.

## **SKILLS**

Advanced computer skills  
Excellent written and oral communication skills  
Customer service skills and orientation

## **CONDITIONS**

This position is classified as Graduate Apprentice. The Graduate Apprentice is expected to work 20 hours per week (fall, spring, and possible summer semesters). Occasional evening and weekend work is required.