

Graduate Apprentice for International Programs & Services

Center for Global Engagement

Purpose

The Graduate Apprentice(GA) for International Programs & Services will assist the Center for Global Engagement (CGE) with the development and implementation of transitional programming and support services that assist international students and scholars during their time at Baylor University. The focus of the GA's work will be in the areas of educational programming, orientation, social media/communications, and assessment. The position also allows for some experience with Baylor's Study Abroad program and Global Baylor.

Specific Duties

1. Responsible for the logistics of international student arrival and for assistance with planning and implementation of Global Bears Week each semester
2. Recruit, select, and train Global Ambassadors and develop the Ambassadors' program (a program for students who serve the CGE and Baylor's international population)
3. Coordinate all social media for CGE and prepare weekly and bi-weekly newsletter, flyers and other media for communication with the international community
4. Assist with coordinating and implementing a series of educational and cultural workshops for international students and scholars
5. Create and maintain information on ISSS webpages regarding life in the U.S. and other helpful topics
6. Assist Program Coordinator with events, trips, and excursions for international students and scholars (includes participating in a maximum of 2 trips per semester to various locations in Texas)
7. Assist with developing instruments for evaluating programming for student satisfaction
8. Research other institutions' policies, procedures, and best practices and make suggestions to CGE
9. Assist Study Abroad with logistics for Study Abroad Fairs
10. Other duties as assigned by the Director/Assistant Director

Qualifications

Required

- A Bachelor's Degree and enrollment in Higher Education Student Affairs graduate program or graduate program in a related field
- Experience with program planning
- Excellent written and oral communication skills
- Ability to multi-task and pay attention to details
- Excellent computer skills (Microsoft Office) and social media skills

Preferred

- Previous experience working with individuals from other countries/cultures (study abroad, campus/community organizations, etc.)
- Experience with new student orientation, leadership training, and program evaluation

Expectations

Minimum of 20 hours a week

2-year commitment

Compensation

Tuition Remission

Monthly Stipend