



Graduate Assistant Program Director Baylor Honors Residential College

Division: Honors College

Department: Honors Residential College

Supervisor: Program Director, Courtney DePalma

About the Honors Residential College

One of Baylor's three residential colleges, the HRC is home to 330+ Baylor students enrolled in one of Baylor's four Honors programs/majors (Baylor Interdisciplinary Core, Great Texts, Honors Program, University Scholars). Students in the HRC agree to a community covenant, which includes a commitment to the community's three loves: love of God, love of neighbor, and love of learning. In pursuit of these three loves, the HRC has a robust student leadership team comprised of Community Leaders and the College Council.

Job Summary

The Graduate Assistant Program Director (GAPD) works under the supervision of the Program Director and in collaboration with other HRC staff members. The GAPD works to foster the development of students with a focus on the student leaders. This work involves relational, programmatic, and administrative tasks. In meetings with the student leaders, the GAPD facilitates developmental reflections and provides practical support in the execution of events and programs ranging from academic series to social gatherings. Through all this work, the GAPD can form meaningful relationships with students.

Responsibilities

Student Leadership

- Attend committee meetings and facilitate reflective discussions
- Provide support and supervision to students' programming
- Develop curriculum for leadership development discussions
- Serve as a frontline staff member regarding student development and mentorship

Programming

- Provide logistical support to student leaders prior to an event
- Empower and hold accountable student leaders in the planning of College Council events
- Supervise the planning and execution of student-led events/programs
- Evaluate the success of programs alongside student leaders

Administrative

- Provide administrative support to the Program Director on tasks such as housing assignments, hall-wide programming, and recruitment efforts
- Provide communication of relevant events to the residents via social media, the community newsletter, and other forms of communication
- Attend to the public relations of the residence hall including social media supervision

Not only is this position focused on meaningful interactions with students, but it also provides a wide breadth of student affairs experiences. The GAPD will gain meaningful experience in residence life, academic affairs, student development, leadership development, first-year experience, service-learning experience, administrative support, marketing, programming, and mentorship.