Position Description
Graduate Apprentice for Student Involvement

Division: Student Life

Department: Student Activities

Supervisor: Associate Director for Student Involvement

Purpose: To aid in the flourishing of new student organizations and provide support for emerging issues and topics related to student involvement within chartered student organizations.

Responsibilities:

New Student Organization Support
- Assist in the chartering and recognition processes for new student organizations
- Meet with students who are considering starting a new student organization
- Coordinate the distribution and circulation of application materials
- Serve as a member of the Charter Council; schedules Council meetings and prepares application materials for Council review
- Plan and facilitate all New Student Organization Chartering Ceremonies

Student Leader Communication
- Advise student organization leaders in problem-solving and brainstorming
- Provide guidance for understanding Baylor University policies and procedures and encouragement for adherence to those expectations by the organization
- Coordinate digital communications for Student Involvement area

Leadership Development Programs and Event Planning
- Plan and facilitate New Student Organization Charter Workshop series
- Assist in planning and coordination of the awards ceremony for student organization leaders and advisors

Emerging Solutions Analyst
- Conduct assessment of student involvement initiatives through surveys, focus groups, and data analysis
- Gather, organize, and analyze benchmarking data related to student involvement initiatives from peer and aspirant universities