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 offer the opportunity to gain 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. Assists with recruiting, selecting, and training of Global Ambassadors and developing 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 policies, procedures, and best practices of other R1 institutions and make suggestions to CGE
9. Assist in the process of recruiting and matching student with peers and families through the Global Friendship Program (GFP)
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