Graduate Apprentice for Enrollment Management and Career Initiatives, Honors College

Department: Dean’s Office, Honors College

Reports to: Associate Director of Enrollment Management

About the Honors College:

With roots in interdisciplinary honors education reaching back to 1959, Baylor University’s Honors College, established in 2002, provides a transformative academic community of integrated teaching and learning, beauty and wisdom, one that educates students with a view toward loving truth, kindling faith, and cultivating virtue in friendship, study, and service to Christ and neighbor. With 1,400 students, a full-time faculty of 40, four interdisciplinary academic programs that support student study in more than 90 different majors, and a residential college that houses 330, the Baylor Honors College unites exemplary liberal arts education in a collegiate community with the expansive resources of an R1 university devoted to a Christian mission.

Position Summary:

The Graduate Apprentice for Enrollment Management and Career Initiatives supports the mission of the Honors College by assisting in initiatives related to recruitment, enrollment, retention, and postgraduate placement of Honors College students. Specifically, the GA assists with envisioning, organizing, and determining the significance of data, serving as a liaison with the Office of Career and Professional Development, orchestrating and directing recruitment, retention, and career events/programs, and engaging frequently with prospective students and families.

Responsibilities:

- Assist with envisioning, organizing, and implementing University-wide and college-specific recruitment and retention events including Getterman Scholars, Invitation to Excellence, Orientation, virtual events, and more
- Lead planning, coordination, and implementation of weekly Monday and Friday with Honors recruitment visits
- Collaborate with Associate Director of Enrollment Management and Director of Communications to maximize impact of outreach materials on prospective students
- Engage in personalized communications daily with prospective students and families on a variety of topics concerning the Honors College, applications, scholarships, events, and more
- Serve as member of the Honors College Recruitment Committee and attend other various enrollment meetings
- Collaborate with the Associate Director of Enrollment Management to enhance recruitment and retention through data
- Connect with Career Center and assist with the creation, implementation, and advertising of career events for the Honors College
• Assist the Associate Director of Enrollment Management in coordinating special projects to be carried out by undergraduate assistant(s)
• Other duties as required
• Additional opportunities include marketing/communications development, student worker supervision, advanced strategic planning for enrollment management, and more

**Supervision**

General instruction, specific training, one-on-ones, developmental conversations, and periodic reviews are given by the Associate Director of Enrollment Management.

**Qualifications:**

• Minimum Education: Bachelor’s Degree
• Other Educational Requirements: Full-time enrollment in the Baylor University HESA Program
• Highly effective oral, written, and interpersonal communication skills are required
• Ability to work independently, think creatively, and act as a contributing member of a team comprised of faculty, staff, and undergraduate student assistants
• Flexibility, driven motivation, and ability to perform well under pressure
• Ability to interact effectively with individuals regardless of race/ethnicity, gender, age, religion, ability, or socioeconomic status
• An interest in program evaluation and research methods is highly desired
• Motivation to collaborate with internal team and campus partners to achieve programmatic goals

**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). Evening and weekend work may be required.