Position Description
Graduate Apprenticeship in Missions, Service & Public Life

Division: Student Life
Department: Missions, Service & Public Life (MSPL)
Position Title: Graduate Apprentice for Missions, Service & Public Life
Responsible to: Senior Coordinator for Service

PURPOSE
Assist Missions, Service & Public Life (MPL) in providing curricular and co-curricular experiences that facilitate student discovery of their God-given talents and responsibility to lead others in a journey toward a more just and humane world. Apprentices will seek to support this work through exposure to, and participation in leadership, service, cultural humility, intellectual, social, and spiritual initiatives.

RESPONSIBILITIES
- Work 20 hours each week as planned with supervisor; intermittent evening and weekend work required
- Invest alongside Senior Coordinator for Community Service to plan, support, and implement programming related to: 1st Step, Steppin’ Out (Fall & Spring), Carr P. Collins Scholars Program, Baylor Buddies, Santa’s Workshop, Campus Kitchen, and MLK Day of Service.
- Serve as graduate advisor for Campus Kitchen
- Partner with MPL Graduate Apprentice team to plan, facilitate, and support other departmental programs including: Neighbor Nights, conferences, service days/projects, etc.
- Serve the department by mentoring undergraduate students and by co-creating and/or facilitating educationally purposeful training programs for student-led groups (i.e., teambuilding, small group facilitation skills, program logistics, and safety procedures)
- Recruit, select, and train students for leadership and service programs within MPL
- Represent the department at institutional events (i.e., admissions events, orientation, etc.)
- Serve on Departmental, Student Life, and University Committees as desired/assigned
- Perform other duties as assigned

QUALIFICATIONS
Bachelor’s degree
Acceptance into the HESA graduate program
Effective oral, written, and interpersonal communication skills
Ability to work independently and as a contributing member of a team
Flexible, motivated, and able to perform well under pressure
Ability to interact effectively with individuals regardless of race/ethnicity, gender, age, religion, ability, or socioeconomic status
Motivated to collaborate with campus partners to achieve programmatic goals