Graduate Apprentice for Union Board

Department: Student Activities
Reports to: Assistant Director of Student Union

Union Board
Overview: Union Board [UB] exists to create and sustain programs within the Bill Daniel Student Center that are both engaging and enriching in order to foster community and relationships among students. Programs include Sundown Sessions [a fall and spring late-night/weekend program hosted every Saturday from 9pm-1am], and UBreak [a twice-a-month free breakfast hosted in the historic Barbershop].

Supports the mission of the university by: The Graduate Apprentice for Union Board assists the Assistant Director of Student Union and student leaders in the development, implementation and execution of events hosted in the Student Union.

Essential Functions:

- Assist in providing leadership and supervision of the Union Board including providing support for program development, logistics, implementation, risk management, vendor relations, and compliance with university policies and procedures.

- Serve as facilitator for Sundown Sessions Program [1st Year & 2nd Year] guiding program development and implementation alongside student programming coordinators.

- Assist with social media promotion alongside student marketing coordinator of all Union Board events through platforms such as Facebook, Twitter, Instagram and Baylor Connect.

- Shape and facilitate leadership development retreats and training [Fall, Spring, and Summer] for Union Board student leaders.

- Create, launch, and summarize assessments of student event feedback to inform the planning of future student union programs.

- Participate in Campus Programs recruitment, interview, and selection process for Union Board student leaders.

- Serve as an active member of the Student Activities Office, attend meetings and support and contribute to the departmental goals and initiatives.

- Serve as an active member of the Campus Programs Team, attend meetings, and support area initiatives.
• Other duties as needed or assigned by the Assistant Director.

Qualifications: This position is classified as Graduate Apprentice. The Graduate Apprentice is expected to work 20 hours per week [Fall, Spring, and Summer semesters]. Some evening and weekend work is required. Flex time will be granted, upon supervisor approval, to compliment academic experience.