Graduate Apprentice (HESA)

Job Title: Graduate Apprentice (HESA)
Job Classification: Events and Hospitality, Student
Department: Center for Global Engagement (CGE)
Hiring Manager: Grace Semple-Paul
Contact: Grace_Semple-Paul@baylor.edu
Work Schedule: Minimum of 20 hrs. per week between the hours of 8 am and 5 pm, with flexible working hours based on activities of CGE
Desired Length of Employment: Fall/Ongoing (up to two years)
Pay Rate: $11.00

Job Description:

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. Assist with planning and implementation of international student arrival and with planning and 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
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/Associate 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
• Assist in planning, coordinating and helping with events as needed
• Deliver excellent customer services to clients and visitors
• Provide information and answer inquiries as needed
• Assist with various activities and tasks related to events and hospitality services
• Ability to comply with University policies
• Maintain regular and punctual attendance

Employer: Baylor University

Work Location: Hankamer Academic Bldg. Ste. H160,

Work Address: 1428 S 5th Street, Waco, Texas 76706

Same Posting Description for Internal and External Candidates