LEAD LLC Graduate Apprentice Position Description

Academic unit: School of Education  
Department: LEAD Living and Learning Community (LLC)

Purpose:
- The Graduate Apprentice assists the Program Director in developing programs and resources to support the transition and success of LEAD LLC residents. This position works collaboratively with the Faculty in Residence, Residence Hall Director, and Resident Chaplain to shape a positive, welcoming, and inclusive environment within the LEAD community.

Responsibilities:
- Assist in the development of strategic programs aimed towards recruitment and retention of LEAD LLC and School of Education students.
- Design recruitment materials for the living-learning community used for potential new students
- Serve as a co-advisor to LEAD Executive Team, overseeing program planning and implementing leadership development curriculum.
- Create an engaging re-application campaign for returning students.
- Participate in high-profile recruitment events (e.g., Distinguished Scholars Day, Preview Day, Know Where You’re Going Day, etc.).
- Attend and participate in multiple regular meetings (e.g., one-on-one Program Director (supervisor) meetings, Executive Team meetings, and Professional Staff meetings).
- Mentor the LEAD Team Chairs in monthly one-on-one meetings.
- Assist with student worker task delegation to ensure timely deadlines are met.
- Perform other duties as assigned.
**Supervision:**
- One-on-ones, general instruction, developmental conversations, and periodic reviews are given by the Program Director
- Progressive autonomy with proven experience.

**Qualifications:**
- Bachelor’s degree
- Admission to graduate studies within Baylor University’s Higher Education & Student Affairs M.S.Ed. program
- Must be able to work occasional nights and weekends for various community events
- Must be able to assist in the setup and teardown of both large-scale and small-scale events, requiring lifting of up to 15 pounds

**Skills:**
- Understanding of social media engagement
- Efficient use of time management and task accomplishment
- Ability to multi-task in a fast-paced environment
- Capacity to lead others and work on a team
- Ability to work independently
- Ability to interact effectively and professionally with current students, prospective students, families, and other university constituents