Multicultural Affairs Graduate Apprentice Job Description

The mission of the Department of Multicultural Affairs is to enrich the holistic development of each student by encouraging them to celebrate their personal heritage and embrace the cultures of others.

The Graduate Apprentice (GA) supports this mission through the following:

- **Programming**
  - The Multicultural Affairs graduate apprentice will be responsible for assisting in managing, implementation, and developing programming in accordance with the mission of the department. This is comprised of but not limited to Multicultural Affairs Welcome Week (Mosaic Week) programming, Heritage Month programming, Homecoming Week activities, What’s Poppin’ Wednesday, and other departmental programs as needed.

- **Education & Training**
  - The Multicultural Affairs graduate apprentice will be responsible for assisting in managing, implementation, and developing education and training programs for students and student leaders of Baylor’s multicultural organizations. This is comprised of but not limited to the Multicultural Affairs Officer Mixer (spring & fall), the Multicultural Affairs Book Club, Heritage Month Lunch & Learns, Mini Clips (Multicultural Student Organization Leadership Training), Neighbor Nights, the Baylor Leadership Summit, the Multicultural Affairs Women’s Symposium, and other programs and trainings as needed.

- **Advising**
  - The Multicultural Affairs graduate apprentice will be responsible for serving as the departmental liaison providing guidance and support to the university’s 6 large multicultural organizations. The organizations are as follows:
    - African Student Association
    - Asian Student Association
    - Black Student Union
    - Hispanic Student Association
    - Indian Sub-Continent Student Association
    - Vietnamese Student Association
• Departmental Marketing
  o The Multicultural Affairs graduate apprentice will assist in maintaining all Multicultural Affairs social media accounts. Additionally, this individual will assist in managing the department’s weekly newsletter (MA Times), and the coordination and preparation of departmental and program-related publications (i.e., brochures, event posters, etc.).

• Celebration Events
  o The Multicultural Affairs graduate apprentice will assist in managing, reviewing, and developing of the Multicultural Affairs Awards presented at the Excellence in Student Leadership Awards Celebration, and the Kente Ceremony.

The Department of Multicultural Affairs encourages the Graduate Apprentice to be an active team member, providing feedback for improvement and initiating new programs that further the mission of the department. The GA will also manage an annual budget.

The Multicultural Affairs graduate apprentice will occasionally be tasked with representing the department at institutional events (i.e., Admissions events, Orientation, etc.). Additionally, supporting other programs of the department as needs and interest align.

In the second year, the GA can supervise a student intern and serve on a Student Life work team or committee.

Time: 20 hours per week. The Graduate Apprentice will set office hours during the week. Some evening and weekend work is required. Flex time will be granted, upon supervisor approval, to compliment academic experience.