



Graduate Apprentice for Student Activities

Department: Student Activities

Reports to: Director of Student Activities

**Student Activities
Overview:**

The Department of Student Activities encompasses nine areas with the Division of Student Life. The areas include Student Organizations, Campus Programs, Greek Life, Chamber of Commerce, Student Foundation, Waco Hall, Spirit & Traditions, Student Productions, and the Student Union. The Department mission and subsequent learning outcomes support our desire to transform and engage students through campus involvement.

**Supports the mission
of the university by:**

The Graduate Apprentice for Student Activities assists the Director of Student Activities and professional staff in the development, implementation, and execution of events facilitated through our nine functional areas.

Essential Functions:

- Provide support for program development, logistics, implementation, risk management, vendor relations, and compliance with university policies and procedures.
- Assist with large-scale programs including, but not limited to Late Night, Family Weekend, Baylor Line, Homecoming, Christmas on 5th, Panhellenic Recruitment, All-University Sing, Bearathon, Diadeloso, and Summer Programming.
- Design, plan, and conduct leadership development workshops for student leaders included but not limited to retreats and socials.
- Create, launch, and summarize assessments of student event feedback to inform the planning of future programs.
- Serve as an active member of the Student Activities Office, attend meetings and support and contribute to the departmental goals and initiatives.
- Other duties as needed or assigned by the Director of Student Activities.

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.