

Graduate Apprentice Academic Coordinator

Baylor & Beyond Living-Learning Community



Who We Are

- A residential learning community of students, staff, and faculty from all over the United States and the world
- The LLC is under the College of Arts & Sciences and also houses the first-year A&S Scholars
- The GA is supervised by the LLC Program Director and works closely in partnership with faculty and staff from the College of Arts & Sciences, the Office of Engaged Learning, the department of Modern Languages & Cultures, the Center for Global Engagement, and Campus Living & Learning.

Apprenticeship Summary

The GA works with the Program Director in order to oversee the recruitment, management, and specialized programming for the Arts & Sciences Scholars housed in Baylor & Beyond LLC. They will also be included in broader aspects of the LLC such as student leadership development, community-building, and the small-group Neighborhood program. The GA will also have the opportunity to attend the LLC field trip to New York City at Spring Break during their first year. Second-year GAs must attend NASPA as part of their HESA program requirements.

This position covers a wide cross-section of higher education areas, including academic affairs, residence life, student development, recruitment, student research, international student support, first year experience, and programming. A background or interest in (at least one of the following) first year experience programming, student research, modern languages, international studies, DEI, civic engagement/service, and/or study abroad is preferred but not required.

The Arts & Sciences Scholars

The Scholars Program in Arts & Sciences is an exciting and expanding academic offering that will help educate students for worldwide leadership and service. Our goal is to nurture disciplined thinkers, bright idealists, and enterprising innovators, who seek new kinds of education that bridge theory to praxis, knowledge to experience, and tradition to innovation.

First year scholars are required to live in Baylor & Beyond LLC to aid in this goal. Students not only benefit from the existing LLC offerings, but the staff and faculty create additional programming and opportunities to support the academic experiences of the scholars.

Responsibilities

EVENT PLANNING & PROGRAMMING

- Coordinate with the Program Director and the scholars faculty to plan and implement events 2-3 times a semester
- Co-manage the LLC and scholars event calendar
- Co-direct and design events for Welcome Week
- Assist in leading local and national cross-cultural field trips

Responsibilities Cont.

STUDENT DEVELOPMENT & ENGAGEMENT

- Co-mentor scholars
- Connect A&S students to LLC and campus resources as needed
- Assist with the oversight and development of student leaders in the LLC small-group Neighborhood program
- Attend large-scale LLC events to provide mentorship and friendship to LLC students

ADMINISTRATIVE

- Attend LLC leadership meetings on a weekly basis
- Assist with incoming and returning student applications to the program
- Track student experiential learning and participation in LLC and scholars events
- Co-manage budget for scholars
- Participate in assessment and research to continuously develop and grow the program

MARKETING

- Create and co-manage social media account for current and prospective Research Fellows
- Co-create digital and print content to promote events and community engagement
- Assist in developing marketing and PR materials to promote the Research Fellows programs and the LLC
- Occasionally participate in campus visits events to recruit incoming students
- Partner with our design company to select and create branded merchandise

Our Commitment to You

To support you in pursuing your academic and professional goals
To offer consistent and intentional mentorship and guidance
To provide training and the resources needed to be successful in your apprenticeship
To guide and assist you in finding professional opportunities beyond the LLC role if desired
To encourage, support, and give feedback in preparation for your next professional step
To care about you personally, your academic life, and your work at BBLCC

Learn More



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