

Graduate Apprenticeship Program Coordinator

Baylor & Beyond Living-Learning Community



Who We Are

- 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 directly overseen by the Department of Modern Languages & Cultures.
- The GA Program Coordinator is supervised by the Program Director and works closely in partnership with faculty and staff from the College of Arts & Sciences, Modern Languages & Cultures, the Center for Global Engagement, and Campus Living & Learning.

Apprenticeship Summary

The Graduate Apprenticeship Program Coordinator works with the Program Director in order to **establish meaningful and impactful community** within the LLC. This position spends a significant amount of time with students, particularly **advising and mentoring student leaders**. They also **plan and execute large-scale programs** with a global focus, and **build strong partnerships** with academic units and other student life offices. The Program Coordinator helps the Program Director in **leading the LLC field trips** to Austin and New York City in their first year. Second-year GAs must attend NASPA as part of their program requirements.

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

Responsibilities

STUDENT ENGAGEMENT & LEADERSHIP

- Advise and mentor the Baylor & Beyond Leadership Council and attend their weekly meetings
- Meet with Leadership Council Director 1-on-1 to offer support and guidance
- Partner with Program Director to appoint members of Leadership Council each year
- Select, train, and mentor Ambassadors
- Be present in the LLC to connect, support, and mentor students in the program
- Welcome and respect the various cultures and perspectives of our students
- Assist with establishing service learning opportunities in the local community

EVENT PLANNING & PROGRAMMING

- Support and guide events planned by students on Leadership Council
- Coordinate with LLC Professional team on planning and implementing large-scale community events
- Co-manage the LLC event calendar
- Partner with academic units and faculty for department-specific events such as Carols Around the World and Day of Languages Dr Pepper Hour
- Co-direct and design events for Welcome Week
- Assist in leading local and national cross-cultural field trips
- Seek new opportunities to implement cross-cultural and global-themed programs for students

Responsibilities Cont.

ADMINISTRATIVE

- Attend residence hall and LLC leadership meetings on a weekly basis
- Take minutes and co-lead LLC Advisory Board meetings
- Assist with incoming and returning student applications to the program
- Track student experiential learning and participation in LLC events
- Co-manage budget for Leadership Council and assist with event purchases through BU Ignite System
- Participate in assessment and research to continuously develop and grow the program

MARKETING

- Co-manage social media accounts for current and prospective student outreach
- Co-create digital and print content to promote events and community engagement
- Assist in developing marketing and PR materials to promote the LLC
- Participate in Campus Visits events to recruit incoming students
- Partner with our design company to select and create branded merchandise

Please note that this position does require presence at some evening and weekend events.

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 BBLLC

Learn More



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