



Position Description

Graduate Apprentice for the Business and Innovation Living-Learning Community (B&I LLC)

Division: Hankamer School of Business

Department: Department of Entrepreneurship and Corporate Innovation

Responsible to: B&I LLC Program Director

Job Summary

The Graduate Apprentice (GA) for the Business & Innovation Living-Learning Community (B&I LLC) works directly with the Program Director to build community and support the mission of the B&I LLC. Our living-learning community is designed to immerse students in a transformational approach to faith-based business education through fostering community, cultivating a culture of innovation, encouraging personal and professional development, and connecting students with Business School faculty and entrepreneurial professionals.

The B&I LLC provides a prestigious opportunity for entrepreneurially minded students from all fields of study to live, learn, and work together. Students selected for the B&I LLC will live an immersive, transformational residence hall that integrates business education with Baylor's culture and values. Students are provided with the necessary tools and experiences to become leaders who creatively solve problems and seek to change the world for the better. Housed in Brooks Flats, the B&I LLC is the result of a close partnership between Baylor's Department of Entrepreneurship & Corporate Innovation, the Hankamer School of Business, and Campus Living & Learning. The B&I LLC seeks to recruit business majors and students who are interested in entrepreneurship. About 80 percent of the students in the B&I LLC are Pre-Business with the other 20 percent being students from other majors across campus. You can learn more about the program on our website: <http://www.baylor.edu/businessllc>.

The B&I LLC Graduate Apprentice position is unique because it is a student affairs role located within an academic unit. This gives the GA experience across multiple areas – student leadership and development, event planning, academic affairs, residence life, advising, business education, and more. The expertise, insight, and knowledge gained in this role will help the GA successfully transition to the next step in their student affairs career. In this hands-on role, the GA will be an integral part of the B&I LLC community, working creatively to further the goals and mission of the program to promote student success.

Responsibilities

- Work collaboratively with the Program Director, Residence Hall Director, Resident Chaplain, and Faculty-in-Residence of Brooks Flats to provide direction for the community
- Recruit, select, and train student leaders for B&I LLC's Student Leadership Council
- Advise and provide leadership for Council and attend their weekly meetings (traditionally Wednesdays from 6-7pm)
- Assist in the planning and execution of large-scale events and developmental opportunities for students
- Participate in planning and implementing significant campus recruitment events
- Advertise for B&I LLC events, offerings, and programs
- Manage the B&I LLC Instagram account and other social media platforms
- Attend and participate in weekly and periodic meetings of students and staff
- Help oversee B&I LLC programming budget, totaling over \$50,000
- Assist with reviewing applications and admitting students into the B&I LLC
- Participate in professional development opportunities
- Perform related duties as assigned

Supervision

One-on-ones, general instruction, developmental conversations, and periodic review are given by the Program Director.

Qualifications

Bachelor's degree and admission to graduate work at Baylor University in Higher Education & Student Affairs or a related field is required. The Graduate Apprentice should be able to work independently and collaboratively with a team and be able to interact effectively with students, parents, and guests. A background in business education, entrepreneurship, residence life, or large-scale programming is preferred.

Skills

Candidates for this position should be self-motivated, efficient in time management, competent in written and oral communication, adept in administrative tasks, dedicated to cultivating welcoming and inclusive environments, and willing to learn.

Conditions

This position is classified as Graduate Apprentice. The Graduate Apprentice is expected to work 20 hours per week (fall, spring, and possible summer semesters). Evening and weekend work is required.