



Graduate Assistant Program Director Baylor Honors Residential College

Division: Honors College

Department: Honors Residential College

About the Honors Residential College

One of Baylor's three residential colleges, the HRC is home to about 300 Baylor students enrolled in one of Baylor's four Honors programs (Baylor Interdisciplinary Core, Great Texts, Honors Program, and University Scholars). The HRC seeks to foster students' love of God, love of neighbor, and love of learning within a community of friends. In pursuit of these three loves, the HRC has a robust student leadership team comprised of Community Leaders and the College Council which lead many of the hall's events throughout the year.

Job Summary

The Graduate Assistant Program Director (GAPD) works under the supervision of the Associate Director of Student Leadership and Engagement and the Program Director and is part of the HRC's staff team. The GAPD works to foster the development of student leaders and create processes that aid in successful event coordination. This work involves relational, programmatic, and administrative tasks. In meetings with the student leaders, the GAPD provides practical support in the execution of events and programs ranging from academic lectures to social gatherings. This role provides graduate students with meaningful experiences in residence life, academic affairs, student development, leadership development, first-year experience, administrative support, marketing, programming, and mentorship.

Responsibilities

Student Leadership

- Attend committee meetings and facilitate reflective discussions
- Provide support and supervision to students' programming
- Develop curriculum for leadership development discussions
- Serve as a frontline staff member regarding student development and mentorship

Programming

- Provide logistical support to student leaders prior to an event
- Empower and hold accountable student leaders in the planning of College Council events
- Supervise the planning and execution of student-led events/programs
- Evaluate the success of programs alongside student leaders

Administrative

- Provide administrative support on tasks such as housing assignments, hall-wide programming, and recruitment efforts
- Provide communication of relevant events to the residents via social media, the community newsletter, and other forms of communication
- Attend to the public relations of the residence hall including social media supervision

Not only is this position focused on meaningful interactions with students, but it also provides a wide breadth of student affairs experiences. The GAPD will gain meaningful experience in residence life, academic affairs, student development, leadership development, first-year experience, service-learning experience, administrative support, marketing, programming, and mentorship.