



## **Position Description** **Graduate Apprenticeship in Missions, Service & Public Life**

**Division:** Student Life  
**Department:** Missions, Service & Public Life (MSPL)  
**Position Title:** Graduate Apprentice for Missions, Service & Public Life  
**Responsible to:** Assistant Director for Service

### **PURPOSE**

Assist Missions, Service & Public Life (MPL) in providing curricular and co-curricular experiences that facilitate student discovery of their God-given talents and responsibility to lead others in a journey toward a more just and humane world. Apprentices will seek to support this work through exposure to, and participation in leadership, service, cultural humility, intellectual, social, and spiritual initiatives.

### **RESPONSIBILITIES**

- Work 20 hours each week as planned with supervisor; intermittent evening and weekend work required
- Invest alongside Senior Coordinator for Service to plan, support, and implement programming related to: Steppin' Out (Fall & Spring), Carr P. Collins Scholars Program, Baylor Buddies, Bear Aid Disaster Relief, Santa's Workshop, Campus Kitchen, and MLK Day of Service
- Partner with MSPL Graduate Apprentice team to plan, facilitate, and support other departmental programs including: Missions Week, Service Chapel, conferences, service days/projects, etc.
- Serve the department by mentoring undergraduate students and by facilitating educationally purposeful training programs for student-led groups (i.e., teambuilding, small group facilitation skills, program logistics, and safety procedures) and individual support conversations
- Recruit, select, and train students for leadership and service programs within MSPL
- Represent the department at institutional events (i.e., admissions events, orientation, Welcome Week, Homecoming, etc.)
- Attend NASPA Spring 2027

- Serve on Departmental, Student Life, and University Committees as desired/assigned
- Perform other duties as assigned

## **QUALIFICATIONS**

- Bachelor's degree
- Acceptance into the HESA graduate program
- Effective oral, written, and interpersonal communication skills
- Flexible, motivated, and able to perform well under pressure
- Ability to work independently and as a contributing member of a team
- Ability to interact effectively with individuals regardless of race/ethnicity, gender, age, religion, ability, or socioeconomic status
- Ability to lift 25 to 50 pounds regularly, move safely over uneven terrain or in confined spaces, see and respond to potentially hazardous situations during community service site inspections, occasionally ascend/descend a ladder, steep ramps, or stairs to access event materials/supplies, and work in extreme weather (heat and/or cold)
- Motivated to collaborate with campus partners to achieve programmatic goals