



Multicultural Affairs Graduate Apprentice Job Description

The mission of the Department of Multicultural Affairs is to enrich the holistic development of each student by encouraging them to celebrate their personal heritage and embrace the culture of others.

The Graduate Apprentice (GA) supports this mission by planning and implementing:

- **Mosaic Mixer:** Includes an organization fair for all of Baylor's multicultural organizations and a student organization showcase/competition. It takes place during the first week of school and attracts thousands of students.
- **Mosaic Week:** A week of events celebrating Baylor's Black, Asian, and Latinx student organizations. GA will assist professional staff and coalition interns in planning and running the nights, which include an organization fair and short program.
- **Multicultural Officer Mixer (fall & spring) and Officer Transitional Workshop (late spring):** Provides training in leadership, finances, campus resources, and best practices to officers of multicultural student organizations; GA will help facilitate collaboration between organizations.
- **Semester Book Club:** GA will collaborate with other MA staff members to select a book for the semester-long Book Club. GA is responsible for budgeting and facilitating discussions with students.
- **History Months:** GA works with student groups to develop and support campus-wide programming to celebrate Hispanic Heritage Month (Sept-Oct), Asian and Pacific American Heritage Month (Oct – Nov), Black History Month (February), and Women's History Month (March – GA is the point person for this initiative).
- **Signing Day:** An opportunity for students to commit or re-commit to their student organizations. GA is responsible for planning and budgeting for the event.
- **MA Awards:** GA assists professional staff in selecting individuals and organizations to be presented with the MA Awards at the end-of-year Excellence in Student Leadership Celebration
- **What's Poppin Wednesday/Table Top Tuesday –** GA is responsible for planning and implementing this "Come and Go" event designed to provide a break for students, faculty, and staff in the midst of a rigorous school year.

In addition to these events, the Graduate Apprentice has the following responsibilities:

- Serve as a resource to our multicultural student organizations by providing guidance as necessary.

- Serve as the liaison between student organizations and the department by meeting with the Big VI organizations (African Student Association, Asian Student Association, Black Student Union, Hispanic Student Association, Indian Subcontinent Student Association, Vietnamese Student Association). GA will meet with Big VI presidents monthly.
- Assist with the coordination and preparation of departmental and program related publications (i.e., brochures, event posters, social media)
- Represent the department at institutional events (i.e., Admissions events, Orientation, etc.)
- Support other programs of the department, as needs and interests align: MISTER (Males Inspiring Success Through Education & Relationships), Neighbor Nights, Lunch & Learn programs, Freshman Action Team, Better Together BU, Multicultural Women's Symposium, Baylor Leadership Summit, etc.
- In the second year, GA can supervise a student intern and serve on a Student Life work team.

The Department of Multicultural Affairs encourages the Graduate Apprentice to be an active team member, providing feedback for improvement and initiating new programs that further the mission of the department. The GA also has an annual budget to manage.

Time: 20 hours per week. The Graduate Apprentice will set office hours during the week. Some evening and weekend work is required. Flex time will be granted, upon supervisor approval, to compliment academic experience.