

## **Graduate Apprenticeship for Student Governance and Character Formation**

### **What is Student Activities?**

Student Activities is one of the largest and most dynamic departments within the Division of Student Life at Baylor University and is directly responsible for many of the initiatives that define the Baylor experience. From partnering with Athletics, to mentoring burgeoning student leaders, to developing captivating campus experiences, Student Activities offers inimitable opportunities for graduate professionals seeking to advance their competencies. This position specifically operates within a small team of professionals energetically dedicated to supporting one another while we develop student leaders, advance the missions of student advocacy and fundraising, and strengthen the various initiatives of our area.

### **Organizational Structure**

The department is organized into six functional areas responsible for various initiatives, programs, and student-led entities. These areas include Campus Programs, Fraternity and Sorority Involvement, Spirit and Traditions, Student Involvement, Waco Hall Performance Center, and finally Student Governance and Character Formation (SGCF). SGCF oversees Student Government, which is the university's primary student body advocacy organization, and Student Foundation, Baylor's principal student-led fundraising and advancement organization. SGCF's diversity of responsibility offers apprentices unique opportunities for professional development and experience building.

### **Purpose**

#### *The Work*

The purpose of this role is to assist the Associate Director of Student Activities for Student Governance and Character Formation in developing student leaders and supporting the work of Student Government and Student Foundation. SGCF encompasses a unique combination of responsibilities, which is part of what makes this position unique. Apprentices are empowered to oversee various, diverse responsibilities and directly advise student leaders. We believe this positively challenges an apprentice to maximize his or her years in the graduate program and develop skillsets that make him or her a competitive applicant for a wide range of future roles.

#### *The People*

We take the functionality of our team seriously. We are in near constant communication and collaboration throughout the week and we expect all staff in SGCF to continually engender in themselves the traits of an effective teammate.

#### *The Commitment*

A successful applicant will demonstrate an active Christian faith commitment which will guide his or her work.

## **Responsibilities**

An incoming apprentice is not required to have a great depth of knowledge in any of the following areas, though prior experience is certainly considered. One of the most important characteristics of a successful applicant will be the motivation to learn.

### *Advising*

- SGCF emphasizes the importance of developing student leaders through the work of the organizations we are responsible for. Successful applicants will demonstrate a desire to mentor student leaders, equipping them for the future.
- Advise the Public Relations Committee of Student Foundation, which oversees the organization's marketing and branding efforts. Assist in learning and then training students on marketing plans, organization strategies, creative work, and project implementation.
- Student Foundation Co-President leadership meetings.
- Day of show Student Foundation event support.
- Advise select areas of Student Government, including the Finance Committee, which oversees the Student Government Allocation Fund (+\$500,000).

### *Projects*

- Student Government retreat/field day: Oversee the execution of the annual Student Government member retreat.
- All-University Thanksgiving Share a Meal Campaign: Support the organization of efforts to accrue donated meal swipes during All-University Thanksgiving, an all-university event where over 10,000 members of the Baylor community receive a free Thanksgiving-style meal in early November.
- Student Government end-of-year banquet: Assist student leaders in planning and executing and banquet at the close of the academic year celebrating the organization's members and institutional supporters.

### *Ongoing*

- General support of Student Activities and SGCF initiatives: The apprentice will be present for all area major programs and events, including banquets, All-University Thanksgiving, Bearathon (university half-marathon), retreats, etc. The apprentice is part of the staff advisor team, which means his or her presence is necessary for the success of the program and the organization.
- Weekly meetings: Both Student Government and Student Foundation host weekly meetings that often take place during the evening or late afternoon hours. Student Foundation's weekly meetings take place on Wednesday evenings.
- Departmental Presence: Serve as an active member of the Department of Student Activities by attending meetings and contributing to departmental goals and initiatives.

- Other duties as assigned: It is critical that apprentices be assigned work that justly and equitably respects their allotted time and graduate-level responsibilities. However, SGCF team members must remain adaptable, willing to take on additional or varying roles to support the work of the department.

**Things to Consider**

- Applicants will occasionally lift items that weigh up to 30 lbs.
- This position will require the apprentice to walk and stand for long periods, particularly when managing a program. Programs occur outside, in the elements.
- The Graduate Apprentice is expected to work 20 hours per week during the Fall, Spring, and Summer periods, with some evening and weekend work required.
- Flex time will be granted with supervisor approval to support the academic experience.