

BAYLOR®

**GRADUATE APPRENTICE FOR UNDERGRADUATE
ADMISSIONS CAMPUS VISITS AND EVENTS**



DIVISION: ENROLLMENT MANAGEMENT
DEPARTMENT: CAMPUS VISITS
RESPONSIBLE TO: COORDINATOR OF VISIT EXPERIENCES

APPRENTICESHIP OVERVIEW

The Graduate Apprentice for Campus Visits and Events is a vital member of the Undergraduate Admissions team. This position will contribute to the holistic development of our student tour guides, better known as Baylor Experience and Admissions Representatives (BEARs). Specifically, this role will assist in training the BEARs, teaching them to provide an elite on-campus experience for prospective students and guests, in addition to helping the BEARs to grow and enhance their own professional skillset. This position provides strong mentorship for over 180 BEARs, which will give ample opportunities for the apprentice to gain understanding of student affairs at a higher education institution, while also growing in knowledge of the admissions processes and management systems that are vital to enrolling and maintaining students each year. The Campus Visits Graduate Apprentice works in tandem to coordinate the execution of daily campus visit and admissions events that are critical to the success of recruiting students. The Hurd Welcome Center hosts over 35,000 visitors each year!

RESPONSIBILITIES

LEADERSHIP AND TRAINING

- Under the leadership of the Campus Visits Professional Staff Team, co-supervise over 180 undergraduate students
- Lead individual student meetings with new employees and leadership team members throughout each semester
- Provide feedback and mentorship to all BEARs
- Assist with training new employees for the tour certification process, driving certification process, event management, customer service standards, and all other projects as necessary
- Attend, present at, and assist with leadership and monthly meetings

MANAGEMENT AND SUPERVISION

- Work alongside other members of the Visit Experience Team to manage daily campus visits and activities at the Mark and Paula Hurd Welcome Center
- Manage Carlton Hall Lobby and John Cheng Welcome Desk operations
- Daily responsibilities include implementation and tracking of the student schedule and organizing and overseeing all daily tours, including regular campus tours, private tours, VIP tours, and group tours
- Assist with the hiring and interview process for the recruitment of BEARs

EVENT MANAGEMENT

- Help with the implementation of annual admission events focused on the recruitment of prospective undergraduate students
- Assist with the recruitment of prospective student-athletes working to maintain NCAA eligibility by staffing events such as Game Day Experiences and other official recruiting visits
- Assist with planning social events and meetings for BEARs throughout the year, including but not limited to an annual Christmas gathering, and the end of the year celebration

ADDITIONAL RESPONSIBILITIES

- Audit BEAR daily shifts, events, and meeting attendance
- Write a bi-weekly newsletter to BEARS with team updates and communication for the office
- Be certified in all BEAR and office operations/processes in order to be knowledgeable on the Baylor Campus Tour and be prepared to give or drive a campus tour as needed
- Complete all other projects and duties as assigned

SCHEDULE AND IMPORTANT EVENTS

- 20 hours weekly between 7:30am and 5:30 pm Monday-Friday
 - Flexible scheduled based off your courses
- Football Games
 - Our office works with football recruits to protect their NCAA eligibility while they are visiting campus. You will work most football games, and one of the biggest perks is getting to watch the game from the field!
- Additional Recruitment/Scholarship Events (these occur on weekends)
 - Premiere
 - Invitation to Excellence
- Other events as necessary
- NASPA, Spring 2027



KEY TAKEAWAYS

In this apprenticeship, you will be surrounded by a team that will support and care for you as an employee, student, and person! Our goal is to help make sure you are prepared to step into your career following graduation, and we truly believe that the Campus Visits team is a great place to learn more about higher education and leadership! Not only will you get to work with, mentor, and supervise over 180 current students, you will also get to work with prospective students as they come visit campus and get an inside look at what it takes to enroll students into a university each year!

