

**Job Title:** Graduate Apprentice – Spirit and Traditions

**Department:** Baylor Student Activities

**Location:** Baylor University, Waco, Texas

**Reports To:** Assistant Director of Spirit and Traditions

### **Job Summary:**

The Graduate Apprentice for Spirit and Traditions in the Office of Baylor Student Activities plays a key role in supporting programs that celebrate Baylor University's athletics, traditions, and student engagement. The position offers hands-on experience in event coordination, student advising, and administrative support within a dynamic environment. This role provides a unique opportunity to work closely with student leaders, university athletics, and various departments while promoting school spirit, traditions, and community pride.

### **Work Breakdown:**

- **40% Athletics**
  - Assist with the coordination of spirit programs related to Baylor Athletics, including fan engagement and game-day promotions.
  - Collaborate with the athletics department to promote school spirit at athletic events, including football, basketball, and other sports.
  - Attend and provide logistical support for game-day events, pep rallies, and spirit-related activities.
- **30% Bear Pit Advising**
  - Advise and mentor Bear Pit members, the student section for Baylor Athletics, on event planning, promotion, and engagement strategies.
  - Ensure that Bear Pit activities align with university policies and foster a positive and inclusive environment for all students.
- **20% Bear Habitat Administrative Support**
  - Provide administrative support to the Bear Habitat, including assisting with communication and marketing, event planning, and various habitat related events.
  - Help with marketing and promotional efforts to engage with community members.
- **10% Other Duties as Assigned**
  - Assist with miscellaneous duties related to Baylor Student Activities and Spirit and Traditions initiatives.
  - Collaborate with other departments and student organizations to enhance the university's spirit and tradition-building efforts.
  - Support the planning and execution of large-scale events such as Homecoming, Family Weekend, and other university-wide celebrations.

- Serve as an active member of the Department of Student Activities by attending meetings and contributing to departmental goals and initiatives.
  - The Graduate Apprentice is expected to work 20 hours per week during the Fall, Spring, and Summer semesters, with some evening and weekend work required.
  - Flex time will be granted with supervisor approval to support the academic experience.
- **Job Expectations & Physical Demands:** This position requires flexibility in working hours, including nights, weekends, and holidays. The role may also involve standing for extended periods (up to 10+ hours), lifting and carrying heavy items, and working in varying environmental conditions, including heat. Reasonable accommodations can be provided to ensure accessibility and support for individuals with disabilities, as required under applicable laws.