

Baylor Missions Storytelling Graduate Associate

Job Description Updated 1/10/17

All positions within Baylor University exist to support the mission of Baylor, which is to educate men and women for worldwide leadership and service by integrating academic excellence and Christian commitment within a caring community.

Division: Student Life

Department: Department of Missions

Reports to: Assistant Director for Missions

Supervises: N/A

PURPOSE

To support the storytelling, public relations, and fundraising efforts of Baylor Missions' international, domestic, and urban initiatives through creative and professional writing/journalism.

STRUCTURE

The Graduate Associate, under the supervision of the Assistant Director, will primarily focus on researching, creating, and regularly publishing high-quality missions story content. This is a part-time, 20 hr/week position that works mainly during regular business hours, with occasional after-hours interviews/events. Supervisor will provide regular guidance to set priorities, give tutorials, set deliverables, and check progress as a means of supporting and managing the associate's workload.

ESSENTIAL FUNCTIONS

- Regularly interview and record students/faculty/staff/global partners/alumni to create special interest stories for web/print
- Contribute blog posts for Baylor Missions Tumblr (at least 1 story per week)
- Create additional stories, visual media, etc. for comprehensive social media efforts
- Collaborate with ADs on content for weekly/monthly newsletters for various constituents
- Assist AD with scripts and interviews for short videos for YouTube (training videos, student stories, etc)
- Maintain digital database of stories, essays, quotes, pictures, videos, etc. from past teams
- Manage student mission team journals from creation to publication.
- Document Missions events and programs through photography and social media.

SECONDARY FUNCTIONS

- Assist with special events hosted by Baylor Missions (ie. Missions Summit, Missions Fair, recruitment events, etc.)
- Attend weekly BU Missions meetings and semi-annual staff retreats
- Assist with all facets of ministry as it pertains to the Office of Spiritual Life
- Perform other duties as assigned by supervisor.

JOB QUALIFICATIONS

- **Minimum Education:** Bachelor's Degree
- **Other Educational Requirements/Preferences:** Must be enrolled as a full-time graduate-level student with strong creative writing skills

KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES

- Passion for creative writing and storytelling
- Strong journalism and public relations skills (interviewing, reporting, editing, photography)
- Ability to collaborate with a variety of constituents (peers, undergraduates, faculty, administrators, community leaders)
- Interest in global and social justice issues
- Good communication skills (public speaking, professional writing, social media)
- Ability to manage multiple projects with target deadlines and goals
- Team player with the ability to work independently
- Understanding of missional practices within a broader Christian worldview