Department/Program: Elon Academy
Position Title: Graduate Apprentice for the Elon Academy

Key Responsibilities:
The Elon Academy Graduate Apprentice supports a comprehensive college access and success program serving first-generation and/or low-income students and their families. Primary responsibilities include supporting high school Scholars, developing and facilitating educational programming, contributing to family engagement initiatives, coordinating communications and outreach, supporting program assessment, and assisting with events and special projects. Through collaboration with Elon Academy staff, student leaders, campus partners, and community partners, the Graduate Apprentice helps foster Scholar success, college readiness, holistic well being, and meaningful family engagement.

Career Options: College access and success, academic advising and support, diversity and inclusion, pre-college programs, transition programs, family engagement, student success/case management, program management, social impact and community engagement. At the end of the apprenticeship, the graduate apprentice will be equipped with a multitude of highly transferable skills, giving them a competitive edge throughout their search for a full time position within student affairs and higher education. The graduate apprentice will have two years of in depth experience with student support, program development and facilitation, family engagement, communications, assessment, and cross-campus collaboration.

Brief Overview of the Department/Program: The Elon Academy, part of the Center for Access and Success, is a comprehensive non-profit college access and success program for academically promising high school students in Alamance County with a financial need and/or no family history of college.

Position Description: The Elon Academy Graduate Apprentice supports year-round programming focused on high school Scholars, family engagement, and overall program development. The GA helps facilitate Saturday Academy programming, provides Scholar outreach and support, assists with family programming and communications, and contributes to assessment, events, and special projects. The role also provides opportunities for collaboration across the Elon Academy team and intentional professional development.

Optional Summer Experience: Graduate Apprentices from any office may have the opportunity to pursue a separate summer internship experience with Elon Academy. Summer opportunities may include teaching or supporting Summer Academy courses, working with Summer Mentors, assisting with residential and co-curricular programming, supporting the College Visit Program, and contributing to other summer initiatives. Summer participation is optional and is not a required component of the Graduate Apprentice position.

Primary Duties:
- High School Junior Scholar Support
    - Maintain comprehensive records of Scholar progress, coordinate timely communication with students and mentors, and lead targeted outreach efforts to foster engagement, provide resources, and address individual academic and personal needs
    - Prepare and lead monthly Saturday program workshops for high school juniors to support their

personal and professional development, increase their college knowledge and preparedness, promote academic excellence, develop their holistic well-being, and create community

- o Maintain regular Scholar communication and facilitate individual or group check-ins as needed to foster a supportive and engaging environment to discuss academic progress, leadership development, and personal growth

• Family Engagement & Programming

- o Support the development and facilitation of year-round family programming.
- o Develop family-facing resources and communications that are clear, accessible, and engaging. o Assist with family program logistics, preparation, and event coordination.
- o Help identify opportunities to strengthen family engagement and participation.

• Elon Academy Program Development, Assessment, & Communications

- o Support the planning and coordination of Elon Academy programs, events, and trainings. o Assist with program communications, including newsletters, digital content, and other outreach. o Support assessment efforts, including data collection, analysis, and reporting to inform program improvement.
- o Collaborate with staff, student leaders, and campus/community partners on program initiatives and special projects.

• Additional Responsibilities

- o Lead special research projects and support priorities pertaining to the Elon Academy strategic plan o Collaborate with the Elon Academy Team and the Center for Access and Success staff members o Stay informed of changing policies, challenges, and opportunities for underserved populations to best advise Scholars through their educational journey
- o Meet weekly with supervisor to receive guidance on work and reflect on learning
- o Attend Elon Academy and Center for Access & Success Staff meetings.
- o Participate in institutional divisional, or departmental workgroups/committees as interested o Other duties as assigned by the Assistant Directors, Associate Director, and/or Director of the Elon Academy, as well as by the Executive Director of the Center for Access and Success.

Professional Development: The Graduate Apprentice will write a professional development plan (PDP) during the first semester. With support from their supervisor, the apprentice will revise the PDP each semester, and utilize the plan to establish connections between coursework, career goals, and professional engagement opportunities. In the first year, the Elon Academy will provide the apprentice with access to $750 (contingent on budget approval) to support their involvement in professional conferences, drive-ins, webinars, and/or other professional development activities. During the second year, the MHE program will provide the graduate apprentice with $1250 in professional development funding (subject to budget approval).