



STUDENT MISSIONARY UNION



SGA

**SGA/SPA/SMU Office Assistant**

**By Monday, April 24th at 5pm:**

*The following must be submitted to the SGA Office, including:*

- Application Page
- Typed responses to questions
- Resume
- Spring 2017 class/work schedules
- Sealed character reference form (can be submitted to [sga.vp.admin.services@biola.edu](mailto:sga.vp.admin.services@biola.edu))
- Training and Meeting Agreement- for SGA and SMU (signed)
- Academic and Community Standing Form (signed)

*All portions of application must be submitted by the above due date or your application will not be considered valid or complete.*

**Questions:** Please contact SGA VP of Administrative Services, Angel Jesudasen, at [sga.vp.admin.services@biola.edu](mailto:sga.vp.admin.services@biola.edu)



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**Position: SGA/SPA/SMU Office Assistant**

**Overview:** The Student Government Association (SGA)/Student Missionary Union (SMU)/Student Programming and Activities (SPA) Office Assistants are responsible for maintaining the SGA/SMU front office and ensure that it runs in a smooth and efficient manner. They work with the Vice President of Administrative Services and Director of Student Programming and Activities to provide administrative support to SMU, SGA and SPA and act as point persons for general questions and inquiries from the university officials and the student body

**Specific Responsibilities:**

1. Demonstrate high quality customer service and professionalism in answering all phone calls, messages, emails and walk-ins in a timely fashion.
2. Open and close office; arrive on time for shifts.
3. Rearrange SUB furniture each morning and keep ongoing inventory of furniture, including items needing repair and replacement.
4. Manage safe, keys and confidential SGA, SPA and SMU records.
5. Keep office clean and professional in appearance, including the front desk, the lounge area, front door windows, supply cabinets and kitchen area.
6. Sort and distribute mail and incoming requests and calls.
7. Manage calendar for reserving the SGA Conference Room and Upper SUB Conference Room.
8. Manage SMU and SGA Request for Room sponsorship forms.
9. Take minutes at SGA Senate and SMU Board of Directors meetings.
10. Record and complete Donation Transmittals (DT's) for mission trips in an efficient and accurate manner and inform team members of their balances when requested.
11. Maintain awareness of SGA, SMU and SPA events.

12. Complete tasks as assigned by Vice President of Administrative Services and Director of Student Programming and Activities.

**General Responsibilities:**

1. Maintain ongoing training binder with detailed notes and suggestions for future success in the position.
2. Attend and support events coordinated by other SGA, SMU and SPA staff members.

**Supervision Received:** SGA/SMU Vice-President of Administrative Services and Director of Student Programming and Activities

**Supervision of Others:** None

**Qualifications:**

Exceptional organizational, customer service skills and professionalism when dealing with students, faculty, administrators and visitors to Biola. Good attention to detail, self-motivated and able to manage competing tasks and duties. Able to take initiative, problem-solve, work as a member of a team and receive direction from multiple supervisors. Ability to work effectively and ethically with a diverse population of students, University staff, faculty, and community members. Willingness to explore personal cultural identity and to engage in discussions and interaction with diverse others. Experience with Microsoft Word, Excel and Google email required.

At the time of election or appointment and throughout service, the candidate must have and maintain a cumulative grade point average of 2.50 on a scale of 4.00, have completed at least one semester at Biola University with a full-time student status, and be currently enrolled as a full-time student. He/She must also remain in good overall academic standing and comply with Biola's Community Standards. Failure to fulfill any of these requirements shall result in immediate forfeiture of office.

**Hours Worked:** 15 hours, 9 months



### GENERAL REQUIREMENTS

To qualify for candidacy as an SGA Staff Member:

- One must be at Biola at full-time status or, if having transferred from another college or university, have completed at least one semester at Biola with full-time status and be currently enrolled as a full-time student.
- One must be in good academic standing and maintain a cumulative grade point average of 2.5 on a 4.0 scale upon hiring and throughout term.
- One must maintain full-time status throughout serving in the position unless graduating after the Spring Semester of his or her term of office, in which case he or she must take at least six units during the Spring Semester.
- One must hold and maintain good standing with Biola's Community Standards.

Violations of these requirements may result in termination at any point throughout one's term in office.



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**Application for the SGA/SPA/SMU Office Assistant**

*Please include a resume with your application.*

Name \_\_\_\_\_ Cell \_\_\_\_\_

Student ID #: \_\_\_\_\_ Class Status \_\_\_\_\_ Anticipated Graduation Date: \_\_\_\_\_

I plan to carry \_\_\_\_\_ units next fall semester; \_\_\_\_\_ spring semester

Major \_\_\_\_\_ Vocational Objective \_\_\_\_\_

Please list all other extra-curricular activities/employment possibilities in which you may participate next year.

Please provide typed answers to the questions below.

1. What do you think most uniquely qualifies you for this position?
2. Describe any experience you might have providing administrative or customer service support to an organization. If you don't have this experience, explain what you think is most important to do or keep in mind as an office assistant.
3. What ideas do you have for supporting the mission, vision and purpose of SGA?
4. What ideas do you have for supporting the mission, vision and purpose of SMU?



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**Character Reference Form:**

You must have one character reference complete the reference form. Please list their name below. You may choose from a pastor, mentor, current or former professor, employer, advisor or supervisors. **Do not choose a friend, peer or family member. Return the reference form in a sealed envelope to the SGA/SMU Office or via email to Angel Jesudasen at [sga.vp.admin.services@biola.edu](mailto:sga.vp.admin.services@biola.edu) by the application deadline.**

Name of Reference; his/her relationship to you

1. \_\_\_\_\_



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**SGA/SMU Application Character Reference Form**

\_\_\_\_\_ (APPLICANT'S NAME) is applying for the position of \_\_\_\_\_ within the Student Government Association and Student Missionary Union at Biola University for the 2017-2018 academic year. As a member of SGA and SMU, the applicant is expected to act as a representative of the student body and work as a member of a team to give voice to the students' needs and concerns. (Please ask applicant for details of the position for which the he/she is applying.)

I, the applicant, waive the right to have access to this reference form.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**How long and in what capacity have you known the applicant?**

**Please rate the applicant's strengths and weaknesses in relation to the characteristics below on a scale of 1-5. *Feel free to make comments if necessary.***

**Poor (1)      Below Average (2)      Average (3)      Above Average (4)      Excellent (5)**

\_\_\_\_\_ Humility

\_\_\_\_\_ Servant-mindedness

\_\_\_\_\_ Flexibility

\_\_\_\_\_ Team-oriented

\_\_\_\_\_ Self-awareness

\_\_\_\_\_ Dependability

\_\_\_\_\_ Organization

\_\_\_\_\_ Follow-through

\_\_\_\_\_ Ability to listen

\_\_\_\_\_ Ability to relate to different types of people

\_\_\_\_\_ Leadership skills

\_\_\_\_\_ Ability to manage stress

**Please respond to the following questions.**

Many positions in SGA and SMU require students to supervise their peers. This can often be uncomfortable or even lead to conflict among staff members. How well do you believe the applicant could handle supervising his or her peers?

How does the applicant handle responsibility and follow-through when he or she is not closely supervised?

Do you believe the applicant would make a good role model for his or her peers?

Please take the time to make some specific comments about the applicant and their potential as a leader. Please feel free to attach additional sheets if necessary. We've found that such information proves especially helpful in making final decisions.

**Overall, how would you recommend the applicant for this position?**

\_\_\_\_\_ I would strongly recommend.

\_\_\_\_\_ I would recommend with reservations.

\_\_\_\_\_ I would not recommend.

Your name \_\_\_\_\_ Position/Title \_\_\_\_\_

Email Address \_\_\_\_\_ Phone number \_\_\_\_\_

**Please return form to applicant in a sealed envelope or directly to the Student Government Association office at Biola University Student Government Association, 13800 Biola Ave, La Mirada, CA 90639. You may also email it to Angel Jesudasen at [sga.vp.admin.services@biola.edu](mailto:sga.vp.admin.services@biola.edu)**





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**Academic and Community Standing Form  
for SGA/SMU/SPA Office Assistant**

I \_\_\_\_\_ waive the right for the Director of Student Programming/SGA  
Advisor to:

Yes

Check my academic standing with the Registrar, and

Check my community standing with Student Care.

I understand that I am not an eligible candidate until my good community standing has been confirmed. I further understand that my election/appointment to office is conditional upon meeting the requirements for both good academic and community standing at the conclusion of the Spring 2017 semester.

Signature \_\_\_\_\_ Date \_\_\_\_\_



### **SGA: Training and Meeting Agreement 2017-2018**

I, \_\_\_\_\_ understand that my hiring/appointment is contingent upon being available and committed to attend ALL of the following:

1. **Mock Senate Meeting:** Thursday, April 6, 2017: 3:00 p.m. - 4:30 p.m.
2. **Passing the Baton:** Friday, May 5, 2017: 7:00 p.m. - 9:00 p.m
3. **New Staff Training Weekend/Retreat:** Friday, May 5, 2017 - Saturday, May 6, 2017
4. **SGA Staff Returns:** Wednesday, August 16, 2017
5. **SGA All-Staff Retreat:** Wednesday, August 16, 2017 - Friday, August 18, 2017
6. **SGA Fall Training:** Sunday, August 20, 2017- Friday, August 25, 2017
7. **Classes Begin:** Monday, August 28, 2017
8. **Weekly Senate Meetings:** Thursdays: 3:00 - 6:00pm: Fall 2017 - Spring 2018
9. **Spring Training:** Friday, January 5, 2018- Saturday, January 6, 2018
10. **SCORR Conference:** Friday-Saturday in February TBD

Signed \_\_\_\_\_ Date \_\_\_\_\_



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**SMU: Training and Meeting Agreement 2017-2018**

I, \_\_\_\_\_ understand that my hiring/appointment is contingent upon being available and committed to attend ALL of the following:

1. **New Staff Meet and Greet** Tuesday, May 2, 2017 at 9:00 p.m. SGA Conference Room.
2. **Passing the Baton:** Friday, May 12, 2017: 7:00 p.m. - 9:00 p.m
3. **New Staff Training Weekend/Retreat:** Friday, May 12, 2017 - Saturday, May 13, 2017
4. **Board of Directors Fall Return:** Friday, August 18, 2017
5. **Board of Directors Fall Training and Prep:** Friday, August 18, 2017- Saturday, August 19, 2017
6. **SMU Staff Fall Return:** Saturday, August 19, 2017
7. **SMU Fall Training:** Saturday, August 19, 2017- Friday, August 25, 2017
8. **Classes Begin:** Monday, August 28, 2017
9. **Bi-Weekly Staff Meetings:** Tuesdays: 9:00 p.m. - 10:00 p.m: Fall 2017 - Spring 2018 (You may not enroll in a class during this time)
10. **Spring Retreat:** Friday, January 12, 2018- Saturday, January 13, 2018
11. **SCORR Conference:** Friday-Saturday in February TBD

Signed \_\_\_\_\_ Date \_\_\_\_\_