



SGA Diversity Coordinator

By Monday, April 24th at 5pm:

The following must be submitted to the SGA/SPA/SMU 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)
- Training and Meeting Agreement (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



Position: Student Government Association Diversity Coordinator

BIOLA UNIVERSITY JOB DESCRIPTION 2016-2017

Division of Student Affairs: Student Government Association

Position: Diversity Coordinator

Overview: The Diversity Coordinator assists with leadership and direction to SGA regarding topics of diversity that impact the student experience at Biola (including race, gender, ethnicity, class, disability, global student, and other multicultural topics) as it relates to Biola's mission, vision, and aspiration statements. The Diversity Coordinator is responsible for communicating these needs between the student body to SGA and between SGA and administration, reporting back to the VP of Diversity and Inclusion.

Responsibilities:

1. Inform SGA leadership on organizational and campus-wide proposals, initiatives and issues with a diversity component.
2. Attend regular meetings with leadership of diversity-related student groups and initiatives on campus (these diversity-related groups and initiatives include but are not limited to: departments, on campus clubs, on-campus ministries, and other student led independent groups and initiatives) in order to garner feedback on campus climate for diverse students and specific needs of minority student groups.
3. Represent SGA and students on university-sponsored diversity committees and projects.
4. Make recommendations for improving SGA's engagement in conversations regarding diversity and inclusion through the needs and interests voiced by diversity-related groups and initiatives on campus, research that has been done or currently being done on campus relating to diversity and inclusion, as well as research of at least three universities similar in size and mission.
5. Help train and transition incoming Diversity Coordinator into his/her role during Spring semester.

Supervision Received: SGA Vice President of Diversity and Inclusion

Qualifications: Applicants must be able to demonstrate ongoing engagement in exploration of one's personal cultural identity development. 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. Willingness to seek wisdom from mentors and pursue ongoing training in diversity. Displays a good understanding of systemic and institutional means of promoting diversity and inclusion.

At the time of election or appointment and throughout service, the candidate must have and maintain a cumulative grade point average of 2.5 on a scale of 4.00 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 may result in immediate forfeiture of office.

Hours Worked: 5 hours per week, 9 months.



SGA EXECUTIVE BOARD REQUIREMENTS

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.



Application for SGA Diversity Coordinator

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. What is your understanding of the mission, vision and purpose of SGA?
3. Describe your understanding of your own cultural identity development. How will you share your story in order to promote conversations regarding diversity and inclusion on Biola's campus?
4. How would you listen to and represent the needs and opinions of students on campus from increasingly diverse backgrounds?



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 by the application deadline.**

Name of Reference; his/her relationship to you

1. _____



SGA

SGA 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



Academic and Community Standing Form for SGA Staff Member

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 _____



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 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. **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 _____