



Application for SGA First Year Intern

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

By Friday, September 15th by 3:00pm

The following must be submitted in person to the SGA/SMU Office.

- Application Page
- Typed Responses to Questions
- Resume
- Academic and Community Standing Form (signed)
- Training and Meeting Agreement (signed)

Questions: Please contact SGA VP of Administrative Services, Olivia Romo, at sga.vp.admin.services@biola.edu



Dear Prospective Candidate,

Thank you for your interest in getting involved in SGA. We are excited for your consideration in becoming a part of the Student Government Association at Biola University. The First Year Intern position is a great way to serve the students at Biola University, and a great way to get connected to the SGA community.

Please read all of the information in this application packet carefully. As you are considering applying for this position, all of the information in this packet is critical to your success. Please take special note of all the required dates and steps for completion of the process.

If you have any questions or concerns as you complete your packet, please feel free to contact us at any time. You may come to the SGA office and talk with an office assistant during our regular business hours (Monday-Thursday, 9:00am-5:00pm and Fridays 9:00am-3:00pm). Feel free to call the SGA office as well at (562) 903-4882 or extension 4882.

We pray the Lord's blessing on you as you pursue this important position of leadership at Biola University.

Sincerely,

Gregory Ambrose
SGA President
sga.president@biola.edu



Title of Position: Student Government Association First Year Intern

Basic Function and Responsibility:

The SGA First Year Intern Program is an essential part of how SGA serves the student body to the best of our abilities. First Year Students are able to provide fresh ideas from the incoming class, engage with other first year students in a way that spreads SGA's purpose most effectively, and allow SGA to begin developing raw talent from year one. This program is in line with all that SGA stands for, as we look to represent and serve the entire student body.

Duties:

1. Work directly with the SGA President to gain the most holistic understanding of SGA as an organization.
2. Compile, analyze, and share data on important issues collected from students by senators during rounds or SGA Hour. This new way of reaching students will be entirely put together by the interns and the President.
3. Attend weekly Thursday Senate meetings from 3:00-6:00pm.
4. Meet in a 1x1 meeting with the SGA President weekly.

Supervision Received: SGA President

Supervision of others: No direct supervisory responsibilities.

Qualifications:

General: Willingness to learn about SGA and help where needed. Good interpersonal and social skills are helpful.

Education and Experiences: At the time of election or appointment, have a cumulative grade point average of 2.00 on a scale of 4.00, and currently be enrolled as a full time student at Biola University. During the term of service, maintain the previously mentioned grade point average on a semester basis and maintain a full time student status. The First Year Intern must be in his/her first year at Biola; freshmen students and transfer students are eligible.

Hours Worked: Volunteer 4-6 hours per week, September 2017 - May 2018



Application for Student Government Association First Year Intern
(Please include a resume with your application)

Name: _____

Email: _____

Mailbox: _____ Anticipated Graduation Date: _____

Do you live on Campus? _____ Dorm/Apartment Complex: _____

Units planned to carry during Fall semester: _____ Spring semester: _____

Major: _____ Vocational Objective: _____

Please list all other extracurricular activities/employment possibilities in which you may participate next year:



Please type your responses to the following questions.

1. Why do you want this position?
2. Please list and expound on 2 of your strengths and 2 of your weaknesses.
2. What do you do to organize your time?
3. Explain your understanding of Biola's community standards and comment on your willingness to model and support them.
4. What role do you typically play on a team?
5. What do you think most uniquely qualifies you for this position?



Academic and Community Standing Form for SGA First Year Intern

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

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 Fall 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. **SGA Senate Meetings** –Thursdays, 3:00-6:00pm during the 2017-2018 school year.
YOU MAY NOT ENROLL IN A CLASS THAT WOULD MEET DURING THIS TIME.
2. **Spring Training** – Friday, January 13th – Saturday, January 14th, 2018
3. **Student Conference on Racial Reconciliation (SCORR)** - January 26-27, 2017 (only specific events TBD)

Signature _____ Date _____