



### **Checklist**

#### Application for SGA Senator

*The following must be submitted to the SGA Office by Thursday January 25th, 2018 at 5pm:*

- Application for SGA Senator - you will indicate which on or off-campus living area(s) you want to be considered for. Note: Applicants for Block or Bluff Senator should go through the regular housing lottery process to receive an apartment. If you do not receive a placement through that process, but are hired as the Block or Bluff Senator, you will be placed in a preselected four person apartment. Contact Olivia Romo at [sga.vp.admin.services@biola.edu](mailto:sga.vp.admin.services@biola.edu) with questions.
- Resume
- Unofficial Transcript
- Academic and Community Standing Access Agreement (signed)
- Training and Meeting Agreement (signed)
- Signed Petition: each applicant must turn in a list of signatures from 20% of their dorm occupancy. (If applying for Off-Campus Senator, you will need 75 signatures from OCC). Please email [sga.senior.vp@biola.edu](mailto:sga.senior.vp@biola.edu) for your specific instructions.

Questions may be directed to SGA VP of Administrative Services, Olivia Romo at  
[sga.vp.admin.services@biola.edu](mailto:sga.vp.admin.services@biola.edu)



**Position: Student Government Association Senator**

**Hours worked:** 8 hours, 9 months

**Overview:**

The Student Government Association (SGA) Senators exist to represent their assigned constituents (residents in residence halls, apartment buildings, or commuters). Senators represent the needs and opinions of students to the administration through votes on proposals, initiatives, and through committee work. Senators also relay information to constituents and participate in university administration's decision making processes on important topics via the Senate/PAC Partnership.

**Specific Responsibilities:**

1. Sit on the SGA Senate, which meets weekly (Thursdays, 3-6:00pm). Vote and make decisions on allocation of funding and resources.
2. Serve as a liaison between constituents, SGA Senate, and Biola's Administration. This is accomplished by serving on the Senate/PAC Partnership, in which Senators are assigned to meet with Biola's upper level administrators.
3. Complete "SGA Hour" (***or the approved equivalent***) spending at least 2 hours per week communicating with students in the residence halls or around campus, as determined by the SGA Senior Vice President.
4. Post weekly newsletters in living areas and/or distribute to constituents
5. Residence Hall and Apartment Senators must attend RA meetings once a month to provide updates to Residence Life staff regarding SGA projects and initiatives.
6. Commuter Senators are expected to meet regularly with Commuter Life staff and participate in bimonthly Wednesday morning GMOCC (Good Morning Off Campus Community) at least once a month.
7. Serve on one or more appropriate University committees or Senate/SGA committees.

**General Responsibilities:**

1. Attend weekly Senate meetings, regular meetings with Senior VP, all-staff meetings and other SGA training and events.

2. Maintain an ongoing training binder comprised of previous student initiatives, accounting/budget paperwork, and suggestions for future success in the position.

**Supervision Received:** Senior Vice-President and SGA Advisor.

**Supervision of Others:** No direct supervisory responsibilities.

**Qualifications:**

Strong organizational and servant leadership skills. Strong ability to communicate effectively, able to take initiative, and problem solve. Willing to support and encourage other SGA leaders as a member of a team and receive direction from supervisors. Commitment to acting as a representative of the student body with integrity and professionalism. Specific interest in issues around campus and for participating in opportunities to voice student needs is highly preferred. Prior leadership experience is helpful.

At the time of election or appointment and throughout service, the candidate must 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 currently be enrolled as a full time student. He or 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.

**GENERAL REQUIREMENTS**

To qualify for candidacy for a Senator position:

- One must plan on living in the residence hall or university apartments he or she is elected to represent, or live off-campus if elected to the Commuter Senator position.
- One must have full-time undergraduate student status.
- One must maintain full time status throughout his or her term in office 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 be in good academic standing and maintain a cumulative grade point average of 2.5 on a 4.0 scale.
- One must remain in good standing with Biola Community Standards.



### Application for SGA Senator

Please include a resume with your application.

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

Mailbox # \_\_\_\_\_ Class Status \_\_\_\_\_ Student ID: \_\_\_\_\_

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

Major \_\_\_\_\_ Anticipated Graduation Date: \_\_\_\_\_

Please indicate which position(s) you are interested in. You may indicate up to three living areas for which you'd like to be considered:

- Hope Senator
- Stewart Senator
- Sigma Senator
- Blackstone Senator
- Alpha Senator
- Horton Senator
- Off-Campus Senator (2 positions available)
- Bluff Senator (On-Campus Biola Apartments)
- Block Senator (Off-Campus Biola Apartments)
  - Applicants for Block or Bluff Senator should go through the regular housing lottery process to receive an apartment. If you do not receive a placement through that process, but are hired as the Block or Bluff Senator for 2018-2019, you will be placed in a pre-selected four person apartment. Please contact Olivia Romo ([sga.vp.admin.services@biola.edu](mailto:sga.vp.admin.services@biola.edu)) with questions.**

Please list all other extracurricular 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 purpose of SGA?
- 3 What role do you usually play on a team?
- 4 Explain your understand of Biola's Community Standards and comment on your willingness to model those standards as a servant leader in SGA.

Questions may be directed to SGA VP of Administrative Services, Olivia Romo at [sga.vp.admin.services@biola.edu](mailto:sga.vp.admin.services@biola.edu)



**SGA Application Character Reference Form**

\_\_\_\_\_ (APPLICANT’S NAME) is applying for the position of \_\_\_\_\_ within the Student Government Association at Biola University for the 2018-2019 academic year. As a member of SGA, 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 provide events and services that help to build a Christ-centered community. (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.**

1. Many positions in SGA 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?
2. How does the applicant handle responsibility and follow-through when he or she is not closely supervised?
3. Do you believe the applicant would make a good role model for his or her peers?
4. 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 Olivia Romo at [sga.vp.admin@biola.edu](mailto:sga.vp.admin@biola.edu).**



**Academic and Community Standing Access Agreement Form**

(Please sign and turn this form in with your application)

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 Spring 2017 semester.

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



### **Training and Meeting Agreement 2018-2019**

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 19, 2018 at 3:00 p.m. - 4:30 p.m.
2. **Passing the Baton:** Friday, April 20, 2018 at 3:00 p.m. - 4:00 p.m
3. **New Staff Training Weekend:** Friday, April 20, 2018 - Saturday, April 21, 2018
4. **SGA Staff Returns in the Fall:** TBA
5. **SGA Fall Training:** Monday, August 27, 2018 - Friday, August 31, 2018
6. **Classes Begin:** Tuesday, September 4, 2018
7. **Weekly Senate Meetings:** Thursdays: 3:00 - 6:00pm: Fall 2018 - Spring 2019 (You may not enroll in a class at this time)
8. **Spring Training:** Friday, January 25, 2019 - Saturday, January 26, 2019
9. **SCORR Conference:** Friday-Saturday in February TBD

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