



### **Checklist**

Application for SGA Vice President of Finance, Human Resources and Technology

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

**By Friday, February 9th at 3pm:**

*The following must be submitted in person to the SGA/SPA/SMU Office:*

- Applications Questions
- Resume
- Spring 2018 class/work schedules
- Sealed character reference form
- Academic and Community Standing Form (signed)
- Training and Meeting Agreement (signed)



**Title of Position: Student Government Association Vice President of Finance, Human Resources, and IT**

**Hours worked:** 10-15 hours, 9 months (2018-2019 School Year)  
2-4 hours a week for training of position during Spring 2018 semester

**Overview:**

The Vice President of Finance, Human Resources and Technology (VP of Finance) serves as the chief financial officer for SGA, maintaining and processing human resources paperwork, and managing technology needs for the organization. As a member of the Executive Board, The VP of Finance provides leadership support to the SGA President.

**Responsibilities:**

1. Manage budget and report regularly on the financial standing of SGA to the Executive Branch and Senate.
2. Review and track expenditures and revenues of all SGA accounts. Process financial and accounting paperwork in consultation with the SGA Advisor.
3. Allocate student fee to appropriate accounts, including SGA and external department accounts.
4. Take lead in financial policy making for the organization and creating the final budget for approval by the Senate each semester.
5. Reconcile Biola accounting department's general ledger to SGA records to ensure accuracy of records.
6. Meet with recipients of SGA contingency funds (via Open Proposals) to review accounting procedures and ensure accurate and efficient processing of accounting paperwork.
7. Hire and train the SGA Financial Controller in preparation for the Controller to assume Vice President responsibilities after one year in their position.
8. Oversee the processing and approval of SGA employee and temporary employee time cards and hire paperwork.

9. Maintain spreadsheet of employee hours worked and report regularly to Executive Board.
10. Maintain a database of computers and other technological devices used by SGA; work with IT to order new devices as needed.

**General Responsibilities:**

1. Attend weekly Senate meetings, regular meetings with SGA Advisor, SGA President and Executive Board meetings.
2. Sit on SGA and university committees as needed.
3. Maintain an ongoing training binder with suggestions for future success in the position. Train incoming SGA President of Finance for coming year.

**Supervision Received: SGA President and SGA Advisor**

**Qualifications:**

Strong organizational and servant leadership skills. Strong ability to communicate effectively and relationally, able to take initiative and problem solve. Strong ability to learn a process quickly and adapt to the circumstance. Working knowledge of accounting concepts (completed Accounting coursework preferred). Strong aptitude with Excel (i.e. knowledge of many formulas). 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. Prior leadership experience is helpful.

At the time of elections or appointment and throughout service, the candidate must maintain a cumulative grade point average of 3.00 on a scale of 4.00, and 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.

## **SGA EXECUTIVE BOARD REQUIREMENTS**

### **GENERAL REQUIREMENTS**

To qualify for candidacy for SGA Executive Board Positions:

- 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 3.0 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.

**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).**

## Application for SGA VP of Finance, Human Resources, and Technology

**Please include a resume with your application.**

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

Mailbox # \_\_\_\_\_ Class Status \_\_\_\_\_

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

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

Anticipated Graduation Date \_\_\_\_\_

Positions applying for in order of preference:

- 1.
- 2.
- 3.

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

You must have one character reference complete the reference forms included in this packet. Please list their names 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 sealed envelopes to the SGA/SMU Office or via**

**e-mail to the SGA VP of Administrative Services by the application deadline.**



Name of Reference; his/her relationship to you

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

Please provide typed answers to the questions below.

1. Why are you interested in this position?

1. What do you think most uniquely qualifies you for this position?

1. What is your understanding of the purpose of SGA?

1. What role do you usually play on a team?

1. Please list 2 of your strengths and 2 of your weaknesses and how they might affect you as a leader in SGA.

1. Explain your understand of Biola's Community Standards and comment on your willingness to model those standards as a servant leader in SGA.

**Questions:** Please contact SGA VP of Administrative Services, Olivia Romo,

[sga.vp.admin.services@biola.edu](mailto:sga.vp.admin.services@biola.edu)



**Academic and Community Standing Form for SGA VP of Finance, Human Resources, and Technology**

(Candidate- please sign and turn this form in with your application)

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 2018 semester.

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



### 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?

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**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 [sga.vp.admin.services@biola.edu](mailto:sga.vp.admin.services@biola.edu)**



### 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: 3:00 p.m. - 6:00 p.m.
2. **Passing the Torch:** Friday, April 20, 2018: 4:00 p.m. - 6:00 p.m.
3. **New Staff Training Weekend:** Friday, April 20, 2018 - Saturday, April 21, 2018
4. **Executive Board Fall Return:** Monday, August 20, 2018
5. **Executive Board Fall Training and Prep:** Friday, August 24, 2018 - Saturday, August 25, 2018
6. **SGA Staff Returns:** Week of Monday, August 20, 2018
7. **SGA Fall Training:** Saturday, August 25, 2018 - Friday, August 31, 2018
8. **Classes Begin:** Tuesday, September 4, 2018
9. **Weekly Senate Meetings:** Thursdays: 3:00 - 6:00 p.m.: Fall 2018 - Spring 2019
10. **Spring Training:** Friday, January 25, 2019 - Saturday, January 26, 2019
11. **SCORR Conference:** Friday-Saturday in February, 2019 TBD

**SGA VP of Finance, Human Resources, and Technology Applicant:**

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