



STUDENT MISSIONARY UNION



SGA

SGA/SPA/SMU Vice President/Director of Administrative Services

By Thursday, February 22, 2018 by 5:00pm

The following must be submitted to the SGA/SPA/SMU Office, including:

- Application Page
- Typed responses to questions
- Resume
- Spring 2018 class/work schedules
- Sealed character reference form (can be submitted to 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, Olivia Romo, at sga.vp.admin.services@biola.edu



Position: SGA/SMU Vice-President/Director of Administrative Services

Overview:

The Student Government Association (SGA)/ Student Missionary Union (SMU) Vice-President/Director of Administrative Services is responsible for the efficient and smooth operation of the shared SGA/SMU/SPA (Student Programming and Activities) office. The VP/Director of Administrative Services assists in coordinating SGA and SMU elections, hiring and training, along with SGA and SMU retreats and celebrations. He/she also provides administrative support directly to the SGA and SMU Presidents. In addition, the Vice-President/Director of Administrative oversees the four Office Assistants, who provide front desk support for three organizations: SGA, SMU and SPA.

Specific Responsibilities:

1. Encourage and maintain cleanliness and a professional environment within the shared SGA/SMU/SPA offices.
2. Maintain and trouble-shoot issues with shared SGA/SMU/SPA office equipment and order office supplies.
3. Train, supervise and delegate tasks to Office Assistants.
4. Assist in coordination of SGA and SMU retreats (in conjunction with SGA Executive Board, SGA Advisor, and SMU Board of Directors).
5. Provide administrative support for SGA and SMU Presidents.
6. Chair the SGA/SMU Elections Committee and oversee all election events and details.
7. Oversee hiring events and details, including updating and managing SMU and SGA applications.
8. Attend SGA and SMU staff meetings (SGA -monthly all-staff meetings and weekly Executive Board meetings; SMU - weekly staff meetings and Board of Director meetings)
9. Work with Director of Student Programming to maintain SUB, including furniture, paint, art and pool tables.

Other Responsibilities:

1. Train incoming SGA/SMU VP of Administrative Services for upcoming school year during the Spring semester.
2. Maintain ongoing training binder with detailed notes and suggestions for future success in the position.
3. Attend and support events coordinated by other SGA and SMU staff members.

Supervision Received: SMU President, SGA President

Supervision of Others: SGA/SMU/SPA Office Assistant (4)

Qualifications:

Willing to serve and provide administrative support to SGA and SMU staff members. Exceptional organizational and customer service skills when dealing with students, faculty, administrators and visitors to Biola. Strong ability to supervise peers and communicate effectively. 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 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 3.00 on a scale of 4.00, have completed at least two semesters at Biola University with a full-time student status, and be currently enrolled as a full-time student. He/She must also comply with Biola's Community standards. Failure to fulfill any of these requirements shall result in immediate forfeiture of office.

Hours worked: 18 hours/week, 9 months



SGA EXECUTIVE BOARD REQUIREMENTS

GENERAL REQUIREMENTS

To qualify for candidacy for SGA Executive Board Positions:

- One must have completed at least three semesters at Biola at full-time status or, if having transferred from another college or university, be of Junior status and 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. If you do not currently have a cumulative GPA of a 3.0, you may appeal this requirement by meeting with the Director of Student Programming.
- 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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SMU BOARD OF DIRECTOR REQUIREMENTS

GENERAL REQUIREMENTS

To qualify for candidacy for SMU Board of Director Position:

- One must have completed at least one semester at Biola 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. If you do not currently have a cumulative GPA of a 3.0, you may appeal this requirement by meeting with the current SMU Board of Directors.
- One must maintain full-time status at Biola in the fall semester in their employment at SMU, and must maintain at least 6 un-audited units in the spring semester of employment.
- 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/SMU Vice President of Administrative Services

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 _____

Executive Board Positions applying for in order of preference:

- 1.
- 2.
- 3.

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 the newly formed SGA?
3. What is your understanding of the mission, vision and purpose of SMU?
4. What ideas do you have for supporting the mission, vision and purpose of SGA and 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 Olivia Romo at 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 2018-2019 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 Olivia Romo at sga.vp.admin.services@biola.edu.



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**Academic and Community Standing Form
for SGA/SMU/SPA VP of Administrative Services**

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.

Signature _____ Date _____



SGA: 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. **Exec Meet and Greet:** Wednesday, March 13, 2018 at 8:30 p.m.
2. **SGA Staff Info Night:** Tuesday, March 20, 2018 at 8:00 p.m.
3. **Office Assistant Interviews:** April 3-6, 2018
4. **SGA New Staff Meet and Greet:** Tuesday, April 10, 2018 at 8:30 p.m.
5. **Mock Senate Meeting:** Thursday, April 19, 2018 - 3:00-4:30 p.m.
6. **Passing the Torch:** Friday, April 20, 2018 - 4:00 p.m.
7. **New Staff Training Weekend/Retreat:** Friday, April 20, 2018 - Saturday, April 21, 2018
8. **Exec Fall Return:** Thursday, August 23 9-11am, 9-11pm
9. **SGA Staff Fall Return:** Saturday, August 25 9-11am, 9-11pm
10. **SPA Fall Training Retreat:** Thursday, August 23 - Friday, August 24, 2018
11. **Exec Fall Training and Prep:** Friday, August 24, 2018 - Saturday, August 25, 2018
12. **Fall Training:** Saturday, August 25, 2018 - Friday, August 31, 2018
13. **Classes Begin:** Tuesday, September 4, 2018
14. **Weekly Senate Meetings:** Thursdays 3:00-6:00 p.m. - Fall 2018 - Spring 2019
15. **SGA Spring Training:** Friday, January 25, 2019 - Saturday, January 26, 2019
16. **SCORR Conference:** Friday-Saturday in February TBD

Signed _____ Date _____



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SMU: 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. **SMU BOD Meet and Greet:** Tuesday, March 12, 2018 at 8:30 p.m. SGA Conference Room
2. **SMU Staff Info Night:** Tuesday, March 20, 2018 at 9:00 p.m.
3. **Office Assistant Interviews:** April 3-6, 2018
4. **SMU New Staff Meet and Greet:** Monday, April 9, 2018 at 8:30 p.m.
5. **SMU Passing the Baton:** Friday, April 13, 2018 at 4:00 p.m.
6. **New Staff Training Weekend/Retreat:** Friday, April 13, 2018 - Saturday, April 14, 2018
7. **BOD Fall Return:** Saturday, August 25 9-11am, 9-11pm
8. **BOD Fall Training and Prep:** Saturday, August 25, 2018
9. **SMU Staff Fall Return:** Saturday, August 25 9-11am, 9-11pm
10. **Fall Training:** Saturday, August 25, 2018- Friday, August 31, 2018
11. **Classes Begin:** Tuesday, September 4, 2018
12. **Bi-Weekly SMU Staff Meetings:** Tuesdays: 9:00 p.m. - 10:00 p.m: Fall 2018 - Spring 2019 (You may not enroll in a class during this time)
13. **SMU Spring Training:** Friday, January 18, 2019 - Saturday, January 19, 2019
14. **SCORR Conference:** Friday-Saturday in February TBD

Signed _____ Date _____

