



SGA Vice President of Community Relations

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 (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: Student Government Association VP of Community Relations

Overview:

The SGA VP of Community Relations oversees all internal and external marketing and communications efforts of SGA, both in person and online. The VP also works with the SGA Advisor to manage the SGA brand and communicate to student media outlets to keep students informed. The VP envisions new ways for SGA to communicate effectively with the student body and engage the general student body and the local community in the work of student government.

Specific Responsibilities:

1. Hire and supervise Marketing Coordinator who assists with social media and copy editing senate newsletters.
2. Maintain a consistent and positive online presence via the SGA website, Facebook page, Instagram, Twitter and other online and digital media outlets.
3. Edit and publish all weekly SGA Senate newsletters.
4. Develop positive relationships with student media outlets (Chimes, EagleVision, Torch Radio, etc.), on-campus departments (University of Marketing and Communications, IT, Advancement, etc.), and off-campus organizations (Go Card partnership companies).
5. Conduct at least one major SGA survey per year.
6. Work with senators to conduct research related to pertinent campus issues.
7. Balance and maintain the Marketing and Communications budget.
8. Sit on University administrative committees as needed.
9. Participate in shared leadership of SGA as a member of the SGA Executive Board.
10. Help train and transition the incoming VP of Community Relations for the next school year during the Spring Semester.
11. Serve as committee chair on the SGA Scholarship Committee

12. Maintain and develop new SGA "Special Programs" such as the Biola Go Card and SGA Scholarship.

Supervision Received: SGA President, SGA Advisor

Supervision of Others: Marketing Coordinator

Qualifications:

Strong organizational and servant leadership skills. Strong ability to supervise peers and 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. 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.

At the time of election or appointment and throughout service, the candidate must maintain a cumulative grade point average of 3.0 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 in fulfill any of these requirements shall result in immediate forfeiture of office.

Hours Worked: 15 hours, 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 and Activities.
- 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 the Vice President of Community Relations

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 SGA?
3. How would you listen to and represent the needs and opinions of students on campus from increasingly diverse backgrounds?
4. What innovative ideas do you have for hearing and representing the student voice through the Marketing and Communications department?
5. This has been the second year of SGA as a rebranded organization (formerly AS). Many students are still confused about the purpose of SGA. In what ways would you work to improve students' knowledge of SGA role in the Biola community?



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. _____



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 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 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 SGA 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.



Academic and Community Standing Form for SGA VP of Community Relations

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 _____



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:** March 20, 2018 - 8:00-9:00 p.m.
3. **Comm Coord Interviews:** April 3-6, 2018
4. **SGA New Staff Meet and Greet:** Tuesday, April 10, 2018 - 8:30 p.m.
5. **Mock Senate Meeting:** Thursday, April 19, 2017 - 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. **Exec Fall Training and Prep:** Friday, August 24, 2018 - Saturday, August 25, 2018
10. **SGA Staff Fall Return:** Saturday, August 25 9-11am, 9-11pm
11. **Fall Training:** Saturday, August 25, 2018- Friday, August 31, 2018
12. **Classes Begin:** Tuesday, September 4, 2018
13. **Weekly Senate Meetings:** Thursdays: 3:00 - 6:00 p.m. (Fall 2018 - Spring 2019)
14. **Spring Training:** Friday, January 25, 2019 - Saturday, January 26, 2019
15. **SCORR Conference:** Friday-Saturday in February TBD

Signed _____ Date _____