



SGA Vice President of Diversity and Inclusion

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 Vice President of Diversity and Inclusion

BIOLA UNIVERSITY JOB DESCRIPTION 2018-2019

Division of Student Affairs: Student Government Association

Position: VP of Diversity and Inclusion

Overview: The VP of Diversity and Inclusion provides leadership and direction to SGA regarding topics of diversity that impact the student experience at Biola (including race, gender, ethnicity, class, disability, global student, and other multicultural topics) as it relates to Biola's mission, vision, and aspiration statements. The VP of Diversity and Inclusion is responsible for communicating these needs between the student body to SGA and between SGA and administration.

Responsibilities:

1. Inform SGA leadership on organizational and campus-wide proposals, initiatives and issues with a diversity component.
2. Plan regular meetings with leadership of diversity-related student groups and initiatives on campus (these diversity-related groups and initiatives include but are not limited to: departments, on campus clubs, on-campus ministries, and other student led independent groups and initiatives) in order to garner feedback on campus climate for diverse students and specific needs of minority student groups.
3. Present updates on diversity related initiatives and events to senate on a regular basis.
4. Represent SGA and students on university-sponsored diversity committees and projects.
5. Meet with key figures (including Vice Provost for Inclusion and Cross-Cultural Engagement) dealing with multicultural issues at least twice a semester.
6. Make recommendations for improving SGA's engagement in conversations regarding diversity and inclusion through the needs and interests voiced by diversity-related groups and initiatives on campus, research that has been done or currently being done on campus relating to diversity and inclusion, as well as research of at least three universities similar in size and mission.
7. Help train and transition incoming VP of Diversity and Inclusion into his/her role during Spring semester.

Supervision Received: SGA President, SGA Advisor

Qualifications: Applicants must be able to demonstrate ongoing engagement in exploration of one's personal cultural identity development. 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. Willingness to seek wisdom from mentors and pursue ongoing training in diversity. Displays a good understanding of systemic and institutional means of promoting diversity and inclusion.

At the time of election or appointment and throughout service, the candidate must have and maintain a cumulative grade point average of 3.0 on a scale of 4.00 and be currently enrolled as a full-time student. He/she must also remain in good overall academic standing and comply with Biola's Community standards. Failure to fulfill any of these requirements may result in immediate forfeiture of office.

Hours Worked: 15 hours per 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.



Application for the Vice President of Diversity and Inclusion

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. Describe your understanding of your own cultural identity development. How will you share your story in order to promote conversations regarding diversity and inclusion on Biola's campus?
4. How would you listen to and represent the needs and opinions of students on campus from increasingly diverse backgrounds?



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 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



Academic and Community Standing Form for SGA VP of Diversity and Inclusion

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. **Diversity 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 _____