



Dear Prospective Candidate,

I am excited and glad that you are considering getting involved in the Associated Student government at Biola University! This is a meaningful way to serve your fellow students at Biola. Every student here is a member of the Associated Students, but working in AS gives you a unique opportunity to help the organization serve its purpose: to be a representative voice for students and to provide services to our community.

Working in AS is one way to make an impact for Christ at Biola, I know that it has been an incredible part of my university experience. If you become involved in AS, I trust that it will be an exciting and enriching time for you as well. While you are serving your fellow students, AS can provide you with a wonderful environment for you to grow and develop as a person and a leader.

All of the information in this packet is critical to your success, so please read it very carefully. Pay special attention to all of the required dates and steps to complete this process.

If you have any questions or concerns regarding this packet or other issues, please feel free to contact us at any time, we are here to serve you. You may come into the AS office during our regular hours Monday-Thursday 8:30-5pm, or Friday from 8:30-3pm. Feel free to call the AS office as well, you can reach the front desk at ext. 4882.

Thank you for your interest in AS. As you consider running for office or applying for a position in AS, I want to encourage you to be prayerful in making your decision. I pray that the Lord will bless you, and that He will give you patience and wisdom as you consider this bold step into a position of student leadership here at Biola.

In Christ,

Eric Weaver
Associated Students President





SERVICE STAFF REQUIREMENTS & PROCESS

GENERAL REQUIREMENTS

To qualify as an applicant for a Service Staff position:

- One must be currently enrolled as a full time student.
- One must hold a cumulative grade point average of at least 2.0 on a 4.0 scale.
- One must maintain full time student 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.

APPLICATION PROCESS

- Hiring PACKETS will be available in the AS Office beginning **March 2nd** during normal AS Office hours (8:30-5:00 Monday-Thursday and Friday 8:30-3:00).
- Packets must be turned into the AS Office by **5:00 pm, April 3rd**.
- Applicants must attach a BSI print out proving GPA status.
- Applicants must attach a resume to application.
- Applicants will be contacted to set up an interview with a selected committee. Interviews will take place from **April 6-9th, and April 20-24th**.



CHECKLIST

APPLICATION FOR THE AS SERVICE CHAIR POSITIONS

**PLEASE INCLUDE ALL OF THE FOLLOWING AT THE TIME OF SUBMISSION OR
APPLICATION WILL NOT BE CONSIDERED VALID OR COMPLETE**

- APPLICATION FOR ASSOCIATED STUDENTS
- RESUME
- GRADES REPORT
- TRAINING & MEETING AGREEMENT
- APPLICATION SIGNATURES
- PLEASE ALSO INCLUDE WORK/CLASS SCHEDULE FOR SPRING
2009
(FOR EASE WITH SCHEDULING INTERVIEWS)



HIRING SCHEDULE OF EVENTS

SUN	MON	TUES	WED	THURS	FRI	SAT
29	30 Voting	31 Voting Election Results Announced	1 *Run-off Voting *Final Results Announced ELT/OM Apps Due by 5pm	2	3 Service Chair Applications Due by 5pm	4
5	6 ELT/OM Hired	7	8	9	10 Spring Break	11 -----
12 -----	13 -----	14 -----	15 -----	16 -----	17 -----	18 -----
19 -----	20 Interviews	21 *****	22 *****	23 *****	24 *****	25
26	27	28	29	30	1	2

* A run-off election will only occur if no candidate(s) receives a simple majority (50%) of the total valid ballots cast.



TRAINING & MEETING AGREEMENT

I, _____ understand that I am to be available for ALL of the following dates:

1. **New AS Staff Meet and Greet** – 9pm Thursday, April 30th
2. **AS Training Day**—9:30-3pm Saturday, May 2nd
3. **Leadership Community Kick Off** – TBD
4. **AS Commissioning** – 7pm Sunday, May 3rd
5. **New Student Orientation**
 - a. **Welcome Back Dinner/Staff Meetings** – 4-8pm Thursday, August 20th
 - b. **Leadership Community Rally** - TBD
 - c. **New Student Move-In Day** – 8am Friday, August 21st
 - d. **Community Worship**— 10:30am Sunday, August 23rd
 - e. **Community Commissioning**—7pm Sunday, August 23rd
 - f. **AS Exposure Night** – TBD
6. **Fall Training Retreat** – Saturday, September 5th - Monday, September 7th
7. **All-Staff Meetings, Service Council Office Hours, and Leadership Community Meetings** - each Tuesday 3:00-5:40pm during the Fall Semester. **YOU CANNOT ENROLL IN A CLASS THAT WOULD MEET DURING THIS TIME WITHOUT PERMISSION FROM THE AS ADVISOR.**

Signed _____

Date _____



APPLICATION SIGNATURES
FOR POSITION OF AS SERVICE CHAIR

Each candidate is required to obtain the signature of the Registrar and Director of Residence Life on his/her own. Once completed, please turn in to the AS Secretary along with the application packet.

1. ACADEMIC STANDING –Office of the Registrar

Yes No

 The following student, _____, has a cumulative GPA of 2.5 or above.

 This student has COMPLETED _____ semesters at Biola University.

Official Signature _____ Date _____

2. COMMUNITY STANDING -Office of Residence Life (Beth Born or Rachel Clark)

Official Signature _____ Date _____

Office Use Only:

Date Completed: _____

Approved: _____

Comments: _____



APPLICATION FOR ASSOCIATED STUDENTS

PLEASE INCLUDE A RESUME WITH YOUR APPLICATION; APPLICATIONS WITHOUT A RESUME WILL NOT BE CONSIDERED

NAME _____ EXT _____ CELL _____

POSITION APPLYING FOR _____

MAILBOX # _____ CLASS STATUS _____ SHIRT SIZE _____

I PLAN TO CARRY _____ UNITS NEXT FALL SEMESTER; _____ SPRING SEMESTER

CURRENT CUM. GPA _____ # OF SEMESTERS AT BIOLA _____

MAJOR _____ VOCATIONAL OBJECTIVE _____

ANTICIPATED GRADUATION DATE _____

PLEASE LIST ALL OTHER EXTRA-CURRICULAR ACTIVITIES/EMPLOYMENT
POSSIBILITIES IN WHICH YOU MAY PARTICIPATE NEXT YEAR

YOU WILL NEED TWO REFERENCE LETTERS. PLEASE LIST THEIR NAMES BELOW.

PASTOR AND EMPLOYER (AT LEAST ONE EMPLOYER)

1. _____

2. _____

I HAVE READ AND UNDERSTOOD THE MANDATORY DATES IN THE HIRING PACKET
AND AGREE TO ATTEND. _____

I HAVE READ AND UNDERSTOOD THE JOB DESCRIPTION ATTACHED TO THIS
APPLICATION. _____

PLEASE TYPE YOUR RESPONSES TO THE FOLLOWING QUESTIONS ON A SEPARATE SHEET. HANDWRITTEN RESPONSES WILL NOT BE ACCEPTED.

1. WHAT DO YOU HOPE TO LEARN FROM THIS POSITION?
2. WHAT FEARS OR RESERVATIONS DO YOU HAVE ABOUT THIS POSITION?
3. PLEASE LIST THREE OF YOUR STRENGTHS AND THREE OF YOUR WEAKNESSES
4. PLEASE LIST YOUR INVOLVEMENT IN ANY OTHER LEADERSHIP POSITIONS.
5. PLEASE DESCRIBE YOUR LEADERSHIP STYLE?
6. WHAT ROLE DO YOU USUALLY PLAY IN A TEAM?
7. WHAT DO YOU DO TO ORGANIZE YOUR TIME?
8. EXPLAIN YOUR UNDERSTANDING OF BIOLA'S STANDARDS AND COMMENT ON YOUR WILLINGNESS TO MODEL AND SUPPORT THEM.
9. HOW DO YOU USUALLY DEAL WITH CONFLICT?
10. WHAT DO YOU THINK MOST UNIQUELY QUALIFIES YOU FOR THIS POSITION?

I, _____, GIVE ADMISSIONS AND RECORDS PERMISSION TO RELEASE A COPY OF MY ACADEMIC TRANSCRIPT TO THE AS ADVISOR.

SIGNATURE

STUDENT I.D. #

DATE

APPLICATIONS DUE: 5PM THURSDAY, APRIL 9TH IN THE AS OFFICE.

REFERENCE LETTERS: MUST BE RECEIVED IN A SEALED ENVELOPE TO THE OFFICE OF BIOLA ASSOCIATED STUDENTS NO LATER THAN APRIL 9TH.

QUESTIONS: PLEASE CONTACT AS OFFICE MANAGER, CAITLIN RISSER (x5867)