|  |
| --- |
| Paid Position  **OFF-CAMPUS COMMUNITY ASSISTANT**  Application Deadline: **APRIL 10, – 6:00PM** |
| Please Return this application to the **Collegium Front Desk** or **Commuter Life Office** – Upper SUB  **Email to** [Patrick.shin@biola.edu](mailto:Patrick.shin@biola.edu) & [Katie.tuttle@biola.edu](mailto:Katie.tuttle@biola.edu) |

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Birthdate (mo/day): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Class Status Next Semester: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Major: \_\_\_\_\_\_\_\_\_\_\_ Graduation Date: \_\_\_\_\_\_\_\_\_\_\_\_

Transfer Student **Y/N** Veteran **Y/N** FirstGen **Y/N**

Current Cum. GPA: \_\_\_\_\_\_ I plan to carry \_\_\_\_\_\_ units, **Fall Semester.**

**Housing*:***

* Where will you live next year?

*\_\_* Residence Hall \_\_ Biola Apartment \_\_ Off-campus housing not owned by Biola

* I will be living off-campus in housing *not* owned by Biola during the school year: \_\_ Yes

**Additional Commitments:** Please list all of the extracurricular activities/employment possibilities in which you may participate next year.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Availability:** List **all available** between 7:45 a.m. – 7:30 p.m., Mon-Thurs, and 7:45 a.m. – 6:00 p.m. Fridays. Please be sure to take into account other jobs, ministry and church commitments, etc. And, if your availability changes, please notify us *immediately*.

***Example:*** Monday: “8:15-10:20 a.m.; 1:15-3:30 p.m.; 4:30-7:30 p.m.”

**Monday**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Tuesday**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Wednesday**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Thursday**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Friday**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Area of Specialization** (choose all that apply): *Event Coordinator, Graphic Designer, Administrative Coordinator, Inventory Manager, Communications Coordinator, Transfer Liaison* *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

**Preferred Number of Hours:** List the minimum & maximum amount of hours you prefer working per week: **Range Min 5 - Max 12 hrs:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please Read and Sign Below**

1. I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, give Biola Admissions and Records permission to release my current cumulative GPA to the Director and Associate Director of Commuter Life. *(2.0 Cumulative GPA needed for OCCA leadership position.)*
2. If selected, I am committed to being at all required trainings, meetings, and work dates, starting **Wednesday,** **August 21,** as stated in the Job Description. If I become unavailable, I will notify Commuter Life as soon as possible, and understand that I will forfeit this leadership position.
3. I also understand that **required weekly staff meetings are Wednesday, 3:00-5:00 p.m.** and that I need to be available during this valuable team and planning time. I understand that if I make another commitment during this time, I relinquish team eligibility. *(Please contact Commuter Life with unavoidable conflicts - i.e. required classes.)*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Student I.D. # Date

|  |
| --- |
| **PLEASE ALSO SUBMIT THE FOLLOWING 3 DOCUMENTS** |
| * **Answered Application Questions** (Below) * **Resume** (For Help Contact: career.biola.edu/make-appointment) * **Self Reference Form** |

**APPLICATION QUESTIONS**

1. Why would you like to serve as an OCC Assistant?
2. Which aspects of the *specialization(s),* above, do you think would be a good fit, and why? What interests you about these specializations? (Please include all that apply.)
   1. Do you have additional skills (public speaking, graphic design, social media management, writing, organizing, photography, video production) that you would like to highlight?
3. What do you consider to be your strengths and weaknesses and how might these relate to your service in this position?
4. Please list your involvement in other leadership or service positions both on and off campus and describe what have you learned about yourself through these experiences.

## **APPLICATIONS DUE: APRIL 10 @ 6PM**

**Please Return this application to the Collegium Front Desk or Commuter Life Office**

You will receive an email when the application has been received