



Student Missionary Union

13800 Biola Ave. box 10
La Mirada, CA 90639
Phone: 562.903.4881
Fax: 562.906.4564

Since 1923

Dear Prospective Applicant,

It is my joy to support you in your pursuit of a position on the 2009-2010 Student Missionary Union staff. Since last year I have been praying for those who will follow this year's staff. These are positions of great responsibility and influence that stretch across the campus and around the world. Since 1923 the Student Missionary Union at Biola University has impacted countless of lives for the Kingdom of God. Through the faith of those that work and volunteer here many are brought to faith.

It is my prayer for you that above all you seek the glory of the cross, the person of Christ, and serve him fearlessly for the endurance of your life. It is through people like you, those that willingly take risks for the Lord almighty, exercise their belief in a loving savior, and humble themselves unto Christ's will, that the Kingdom of God is advanced. This is one step, one opportunity, to glorify the Father.

As you prayerfully consider your application for a position in SMU, all of the information in this packet is very necessary for the process to be completed well and on time, so please read everything very carefully. Be sure to note closely all the required dates and steps for the completion of the application.

God has been, is, and will continue to be moving amongst students for His Kingdom's sake, and this is why I'm excited that you are considering joining in with what He already is doing!

Please stop by the SMU office in the upper SUB with any questions or concerns. The staff and I would love to pray for you and encourage you during this process.

Unto the Author of the redeemed,

Adam Payton
SMU President
smu.biola.edu



CHECKLIST

APPLICATION FOR SMU STAFF

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

- APPLICATION FOR STUDENT MISSIONARY UNION
- RESUME
- TRAINING & MEETING AGREEMENT
- STATEMENT OF RESPONSIBILITY
- 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 BOD Apps Due	2	3	4
5	6 OM Hired BOD Interviews	7	8	9 SMU Staff Applications Due by 5pm BOD Notified	10 Spring Break	11
12	13	14	15	16	17	18
19	20 Interviews	21	22	23	24	25
26	27 SMU Staff Notified SMU Meet & Greet @ 10pm	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.



APPLICATION SIGNATURES FOR SMU STAFF POSITIONS

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: _____



TRAINING & MEETING AGREEMENT

I, _____, agree to attend all of the following events if I am hired for the SMU 2009-2010 staff.

1. **New SMU Staff Meet & Greet** :: 9pm Wednesday, April 29th
2. **Passing-of-the-Baton Dinner** :: 7pm Friday, May 1st
3. **SMU New Staff Retreat** :: May 1st-May 3rd
4. **Leadership Community Kick Off** – TBD
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** – Friday, September 11th-Sunday, September 13th
7. **All-Staff Meetings** :: each Monday 9:30-10:30pm for the entire 2009-2010 school year.
YOU CANNOT ENROLL IN A CLASS THAT WOULD MEET DURING THIS TIME WITHOUT PERMISSION FROM THE SMU PRESIDENT.

Signed _____

Date _____

BIOLA UNIVERSITY JOB DESCRIPTION
School of Intercultural Studies
Student Missionary Union

Title of Position: Student Missionary Publications Editor

Basic Function and Responsibility:

The Student Missionary Union (SMU) Publications Editor would be responsible to edit and or write all text for the MC book, the SMU website, SMU News, articles for submission to the Chimes, Press releases, and any other publications or text that SMU needs to produce.

Duties:

1. Compile the SMU News bi-weekly.
2. Suggest and write stories for the Chimes, Connections, or other publications (as directed by the Marketing and Communications Director)
3. Write monthly research articles for the SMU website.
4. Suggest and write press releases.
5. Pitch stories to *The Chimes* and *Eagle Vision* and act as a media relations contact.
6. Write any content for internal publications.
7. Generate and edit all text for the SMU website.
8. Edit the MC booklet.
9. Edit press releases, and promotional material as needed.
10. Maintain a good working relationship with the Senior Director of Marketing and Communications and the Graphic Designers.
11. Have good editing skills and knowledge of AP style.
12. Maintain a record of publication projects.
13. Ensure that all work produced is in accordance with established SMU themes and vision, and is presented professionally.
14. Maintain a flexible attitude while completing projects. Complete all projects according to the satisfaction of the Marketing and Communications Director. If a project is deemed unsatisfactory for any reason, redo the project.
15. Attend Marketing and Communication department meetings.

16. Attend weekly SMU staff meetings.

Supervision Received: Senior Director of Marketing and Communication

Qualifications:

General: Good organization and communication skills. The ability to work under deadlines and independently. Creative skills are a necessity. Ability to work as a team with other marketing staff members. Strong writing and grammar skills. Ability to interview. Requires a general knowledge of article writing, AP style, and press releases. Must be self-motivated.

Education and Experiences: At the time of election or appointment, have a cumulative grade point average of 2.50 on a scale of 4.00, have completed at least two semesters at Biola University with a full time student status, and currently be enrolled as a full time student. During the term of service, maintain the previously mentioned grade point average on a semester basis and maintain a full time student status. Demonstrate a high degree of competence in the areas of public relations, advertising, graphic design, and marketing theory. Mass Communication or business major, or commensurate skills are preferred. Junior or Senior standing is recommended. Previous public relations, marketing, or advertising work experience is desirable.

Hours Worked: 7 hours, 9 months

NONDISCRIMINATION STATEMENT

Biola University is dedicated to providing students with disabilities access to the programs, services, and activities of the university as required by the Americans with Disabilities Act (1990) and by Section 504 of the Rehabilitation Act (1973). Section 504 states: "No otherwise qualified individual shall, solely by reason of his or her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."

SMU does not discriminate on the basis of disability; however, some of the ministries SMU is involved in necessitates participants to be able to meet the physical and emotional demands of the particular ministry. For example, in order to be considered an "otherwise qualified individual" for inclusion on a SMU missions team, participants must be free of any major physical or medical disabling condition that would limit their ability to participate in the rigorous activities and harsh living conditions that may occur on certain missions teams. Further, the stressful nature of missionary work necessitates that participants be free of similarly disabling psychological conditions. These requirements are for the safety of the individual participant and for the entire missions team, as the resources and personnel necessary to provide physical, medical, or psychological care are regularly unavailable or difficult to receive. Additionally, while SMU will examine whether reasonable accommodations are available to allow participation by a student with a disability, the necessary level of accommodation may not be available for certain ministries and students may be counseled to consider other ministry options.

Should you have any questions about this policy or the basic requirements to be included on a specific missions team or other SMU position (e.g., volunteers, coordinators, staff positions) you may direct questions to SMU, or to the SMU Advisor in the Office of Leadership Development. You may also discuss your situation with the Office of Disability Services.

STATEMENT OF RESPONSIBILITY **BIOLA UNIVERSITY**

Please Read and Sign

Biola University has established guidelines for the conduct of the Board of Trustees, faculty, staff and students. These guidelines also apply to non-students participating in Biola sponsored activities. Participants are expected to refrain from the use of alcoholic beverages, tobacco, illegal drugs or the abuse of either prescription or non-prescription drugs and from gambling. Also, Biola does not allow social dancing at University-related or sponsored activities (any activity that involves an identifiable University group, is publicized on campus, and/or has the appearance of being university-related, whether held on or off campus). Further, they are expected to use discernment to abstain from activities that are morally degrading; this includes movies and television programs viewed and other entertainment, recreational, and social activities.

As a member of the Student Missionary Union Staff, and as a representative of Biola University, I agree to uphold these standards and keep my fellow-student leaders accountable to these standards as well.

Signature

Date

Print Name



**APPLICATION FOR
THE STUDENT MISSIONARY UNION
PUBLICATIONS EDITOR**

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

NAME _____ EXT _____ CELL _____

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 REFERENCES. PLEASE LIST THEIR NAMES BELOW.

PASTOR AND EMPLOYER/PROFESSOR

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. HOW DOES YOUR UNDERSTANDING OF THE GREAT COMMISSION IMPACT YOUR VISION FOR THE WORLD?**
- 2. EXPLAIN YOUR UNDERSTANDING OF THE VISION AND IMPACT OF MARKETING & COMMUNICATIONS ON THE LIVES OF BIOLA STUDENTS.**
- 3. PULLING FROM THE PUBLICATIONS EDITOR JOB DESCRIPTION, PLEASE DESCRIBE TWO OF YOUR STRENGTHS AND TWO OF YOUR WEAKNESSES THAT WOULD SPECIFICALLY IMPACT THIS POSITION.**
- 4. EXPLAIN YOUR UNDERSTANDING OF BIOLA'S COMMUNITY STANDARDS AND COMMENT ON YOUR WILLINGNESS TO MODEL AND SUPPORT THEM.**
- 5. PLEASE SHARE YOUR TESTIMONY AND COMMENT ON YOUR SPIRITUAL GROWTH IN THE LAST YEAR.**
- 6. 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 SMU ADVISOR.

SIGNATURE

STUDENT I.D. #

DATE

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

REFERENCE FORMS: MUST BE RECEIVED IN A SEALED ENVELOPE TO THE OFFICE OF BIOLA STUDENT MISSIONARY UNION NO LATER THAN APRIL 9TH.

QUESTIONS: PLEASE CONTACT AS OFFICE MANAGER, CAITLIN RISSER (X5867)