

WORD OF LIFE BIBLE INSTITUTE

Student Leadership Application Packet

Thank you for your interest in the Student Leadership program at the Word of Life Bible Institute. Included in this packet are Student Life Department Information, Student Leadership Ministry Descriptions, the Student Leadership Application, and Reference Forms. **Please read the whole packet before filling out the application.**

Student Life Department Information and Student Leadership Ministry Descriptions:

- Please read each Ministry Description carefully.
- Keep this information for your records.

Application:

- Please complete the Application.

References:

- Please give the Reference Form to someone who knows you in a leadership or professional capacity. Your recommender may not be a family member regardless of position or relationship.

Male Applicants -

Applications can be emailed to finaid@wol.org, faxed to 518-494-1534, or mailed to: Word of Life Bible Institute, Attn: Financial Aid, 4200 Glendale Rd., Pottersville, NY 12860.

References and questions can be emailed to Randy Curtis, Dean of Men, at randycurtis@wol.org, faxed to 518-494-1481, or mailed to: Word of Life Bible Institute, Attn: Randy Curtis, 4200 Glendale Rd., Pottersville, NY 12860.

Female Applicants -

Applications can be emailed to finaid@wol.org, faxed to 518-494-1534, or mailed to: Word of Life Bible Institute, Attn: Financial Aid, 4200 Glendale Rd., Pottersville, NY 12860.

References and questions can be emailed to Karen Smith, Dean of Women, at karensmith@wol.org, faxed to 518-494-1481, or mailed to: Word of Life Bible Institute, Attn: Karen Smith, 4200 Glendale Rd., Pottersville, NY 12860.

Important Information:

The Application and Reference Form are due to the Student Life Department by June 1, 2018.

The Deans will respond with an invite or rejection to Student Leadership Training to the email address you put on your application.

Please print legibly.

WORD OF LIFE BIBLE INSTITUTE

Student Life Department Information

Student Life Purpose and Structure:

The purpose of the Student Life Department is to provide the leadership and atmosphere so that each student can be biblically disciplined and encouraged to “bear fruit” (Gal. 5:22-24) in their relationships with one another and with Christ.

Objectives

- Develop a habit of daily devotional time in the Scriptures.
- Pursue personal godly character and corporate biblical community.
- Apply biblical principles of physical, emotional, and social wholeness to daily life.

Structure

- The Dean of Students, under the authority of the Executive Dean of Word of Life Bible Institute, leads the Student Life Department including the Dean of Men, Dean of Women, and Assistant Deans. They minister together, overseeing all aspects of campus life including housing, spiritual and social activities or events, counseling, discipleship, discipline, and health services.
- The Health Services Coordinator is a New York State Licensed RN and supervises the Health Center facility that provides assistance with the health care concerns of students, including access to physicians and health education. (See Health Center section).
- The International Student Coordinator assists international students with their specific needs.
- Discipleship Coordinators (DCs) are selected to assist the Deans in the management of Student Life programs and the training, oversight, and discipleship of the Resident Assistants. Each Discipleship Coordinator reports directly to a Student Life Dean.
- Student leadership (Residents Assistants) is comprised of students selected by the faculty and staff who have demonstrated leadership potential and personal responsibility. They serve to facilitate and maintain the standards of the Bible Institute as set forth in this Handbook. Dorm Resident Assistants assist with the oversight of dorm life and Service Resident Assistants assist with oversight in various service areas. RAs exercise vital leadership roles in the dorms, in service areas, in the classroom, and on ministry teams. They also serve to encourage students in their walk with the Lord.

The Student Life Department reserves the right to replace a student in a student leadership position at any time if the Resident Assistant (RA) fails to meet any of the qualifications or fails to fulfill his/her responsibilities.

Student Life Core Values:

The Christian life is a walk of faith. Without faith, it is impossible to please God (Heb.11:6). Unbelief turns us away from the Lord, hardens the heart, and neutralizes the benefits of hearing the Word of God (Heb. 3:12-4:2) whereas faith energizes the work of the Holy Spirit in our lives. Therefore, we want to help students to learn to walk by faith and not by sight (2 Cor.5:7). As we seek to encourage this, it is our desire that the following biblical values guide our approach.

The Sufficiency of Christ through His Word – Colossians 2; 2 Timothy 3:16-17; 2 Pet.1:1-4

- Sanctification is the process by which believers change to become more like Jesus Christ. Salvation and sanctification are both of the Lord, unmerited favors that we access by faith. As we trust and obey God’s Word, the Holy Spirit transforms us through the renewing of our minds (Romans 12:2). Scripture alone can accurately evaluate every situation and provide effective guidance for authentic life change. When external checklists, programs and policies claim to prescribe a cure for the human condition or to generate spiritual growth on their own, they compete with the sufficiency of Christ through His Word. Therefore, our focus will be to constantly direct students to the Scriptures and help them to internalize Truth.

The Reality of New Life in Christ – 2 Corinthians 5:14-19; Galatians 2:20; Colossians 1:27; 3:1-4

- The Christian life is not a matter of doing all that we can to become like Christ. It is responding by faith to the truth that Christ is now our life and allowing Him to live through us! Since all students who come to WOLBI profess new life in Christ, we take them at their word. In the words of Paul, “Therefore from now on we recognize no one according to the flesh even though we have known Christ according to the flesh, yet now we know Him in this way no longer. Therefore if anyone is in Christ, he is a new creature; the old things passed away behold, new things have come.” (2 Corinthians 5:16-17) Therefore, in matters of behavior, personal responsibility and community life, we appeal to a student’s new identity in Christ and call him or her to live in a manner that is worthy of their calling (Eph.4:1; Phil.1:27); no longer for self but for Him who died and rose again on their behalf.

Heart Transformation - Romans 12:1-2; Ephesians 4:17-24; Colossians 3:15-16; Hebrews 4:12-13

- The Word of God makes it clear that our fundamental problem is deeper than a lack of information or of skill. It is in fact,

our hearts which are easily led astray from faith to unbelief (Heb.3:12-13). Scripture teaches that the goal of instruction is a pure and a sincere heart (1 Tim.1:5; Heb.10:22). Therefore, in each of the processes of instruction, admonition, correction, and restoration we aim to deepen students' understanding of how behavior originates from the heart and is ultimately linked to faith and unbelief. Our goal is to allow the penetrating light of God's Word to examine their hearts, fill them with Truth (Phil.4:8), and transform them by the renewing of their minds.

Edifying Relationships - Hebrews 3:13; 10:24-25; Galatians 6:1-5; Ephesians 4:14-16, 25-32

- God has placed believers in a community, the Church, which is described as Christ's flock, His body and His building. These metaphors indicate that God never intended believers to function in a vacuum! Paul compares us to the interdependent parts of the human body (1 Corinthians 12:12-31) and reminds us that we are actually "members of one another" (Ephesians 4:25) and are to build each other up in love as we minister to each other (1 Peter 4:8-10). The New Testament employs the phrase "one another" over 56 times in order to express the shift from the self-interest of the unbeliever to the gracious humility of the believer who now expresses love and concern for others. This is not accomplished by simply deploying a program but also by spending time listening to and building relationships with one another. Realizing that we are all tempted by sin, believers can move toward one another with understanding and humility, calling each other away from the dangers of sinful choices and pointing one another back to the truth of God's Word. Scripture teaches us that the end goal of all discipline is restoration of freedom, fellowship with God, and fellowship with one another. In this way, the loving pursuit of a brother or sister in sin becomes an act of compassion.

A Compassionate Environment – Colossians 3:12-14; Philippians 2:1-4

- We want to provide a nurturing community where we walk with students through the issues they are struggling with. We desire to show them how to live in fellowship with other believers and what it means to walk in relationship with the Lord and to experience His grace together. The Word of God instructs us that it is the grace of God, rightly understood, which teaches us to "deny ungodliness and worldly desires and to live sensibly, righteously and godly in the present age." (Titus 2:11-12) This does not imply an absence of rules nor of correction. Rather, a compassionate environment provides the right context within which to: Function with the understanding that no one is perfect though we are all accountable (Phil.3:12-16), deal appropriately with sin and to pursue authentic biblical freedom (Gal.6:1-5), forgive others freely from the heart (Matt.18:35).

Student Life Philosophy:

At WOLBI we pursue life change! The Student Life Department facilitates this by maintaining an atmosphere conducive to growth in faith, hope and love. This atmosphere is cultivated in the dorms, in co-curricular activities, in campus service assignments, and while ministering together. Our philosophy describes the approach we take and is well summarized in the following verses: "We proclaim Him, admonishing every man and teaching every man with all wisdom so that we may present every man complete in Christ. For this purpose also I labor, striving according to His power, which mightily works within me." (Colossians 1:28-29) To that end, the philosophy of the Student Life Department centers around three concepts:

Christ-Dependent because we tend to depend on ourselves (1 Corinthians 1:30-31; 2 Corinthians 12:9-10; Galatians 2:20; Philippians 3:1-16; Colossians 2:1-23, 3:1-3).

- Scripture teaches that Christ is our wisdom, righteousness, sanctification, and redemption. He is our life, our hope of glory, and the one in whom we are now hidden in God. Every day we are called to live out these realities by faith. We share the same concern as the apostle Paul who said, "But I am afraid that, as the serpent deceived Eve by his craftiness, your minds will be led astray from the simplicity and purity of devotion to Christ" (2 Corinthians 11:3). Therefore, we desire to continually point students to Christ who is the object of our faith and away from a dependence upon themselves and the tendency to pursue self-righteousness in one's own strength by the keeping of rules. True righteousness is through faith in Christ. Though rules are important for worship and fellowship, they can never produce genuine godliness since they are powerless in dealing with the weakness of the flesh. Therefore, we seek to encourage students to keep their focus on Christ not on themselves nor on other people (Heb.12:1-2) and to rejoice in Him, not in their own accomplishments.

Love-Driven because we tend to neglect others (Matthew 22:36-40; Ephesians 5:1-5; Galatians 6:1-5; 1 Peter 1:22, 4:8-10).

- One of the characteristics of an authentic Christian community is love for others that is the result of having experienced God's grace and love for oneself (John 13:34-35; 1 John 4:19). Humility, a teachable heart, and a desire to seek the best interests of others are hallmarks of sincere love. This often involves setting aside personal preferences in order to serve others or help those who may be struggling in some area of life. In cases where a brother or a sister is struggling with sin, loving them enough to walk with them through the process of repentance and restoration provides a radically different motivation for dealing with the issue. No longer is the goal to simply ignore the problem, maintain appearances, or to ensure that offenders somehow pay for their sin in order to balance the scales. Instead, the intended goal is restored fellowship and joy. Therefore, it is our desire to model genuine peace-making and burden-bearing and to pursue forgiveness and restoration whenever sin has been uncovered in someone's life by the Holy Spirit.

God-Glorifying because we tend to live for self (Romans 8:29; 1 Corinthians 6:18-20, 10:31; 2 Corinthians 5:14-15; 1 Peter 2:11-12; 4:10-13).

- The end goal of all spiritual growth is to be conformed to the image of Jesus Christ, reflecting Him to the world rather than pursuing our selfish desires and drawing attention to ourselves (Rom. 13:14). Therefore, we encourage students to view every dimension of life as a forum for putting Christ on display and to allow Him to live through them. Seeing all of life as a platform to glorify God rather than self makes the classroom, the dorm room, and one's ministry or service assignment places where God is to be honored rather than ignored.

Compassion and Discipline:

It is our desire to provide a compassionate, nurturing environment at the Bible Institute that is more like a walled garden than a fortified compound! This does not imply an absence of rules or discipline. Love does not ignore truth nor does truth override the need to be loving (Eph. 4:15). Compassion does not preclude giving directions, issuing warnings, and providing correction and training that is consistent with truth. Discipline proves relationship. Instruction demonstrates love (Hebrews 12:8). Furthermore, biblical discipline is not heartless nor does it follow a predetermined set of responses. The Word of God exhorts us to "admonish the unruly, encourage the fainthearted, help the weak, and be patient with everyone" (1 Thess. 4:15). This implies a need to exercise discernment in choosing an appropriate course of action in response to misconduct rather than dealing exactly the same way with everyone regardless of their response to correction. Therefore, in all discipline situations, we will seek to choose a response that is in a student's best interest and which is appropriate to his or her particular circumstance.

Biblical Mandates and Institutional Policies:

The administration of WOLBI recognizes that there is a distinction between Biblical Mandates and Institutional Policies. Both can be found in our Standard of Conduct as well as in this Student Handbook. Biblical Mandates are specific commands from God's Word directed to all believers at all times in all places such as the command to abstain from sexual immorality (1 Thessalonians 4:3). Institutional Policies such as specific dress code expectations are best viewed as "house rules" intended to maintain an environment most conducive to the realization of our goals (no one appreciates chaos). As a spiritual as well as an academic community, we ask students to adhere to both Biblical Mandates and Institutional Policies. While a student's personal convictions may differ somewhat from Institutional Policies, their free choice to become a part of the Bible Institute community constitutes a commitment to willingly abide by them, both on and off campus, while the academic semesters are in session (Heb. 13:7,17). When at home during official school breaks, students are accountable to Biblical Mandates but not to Institutional Policies. It is expected that they will conduct themselves in a way that will honor the Lord and will not discredit their identity in Christ, their parents, their local church, or the ministry of Word of Life with which they are associated during the time of their enrollment. When determining appropriate responses to misconduct, attention will be given to recognizing the differences between Biblical Mandates and Institutional Policies. The goal of the administration will always be to restore students to freedom and fellowship.

Student Leadership Qualifications:

Academic Qualifications

- Students in a Student Leadership position must maintain a cumulative GPA of at least 2.5. (For 2nd year applicants - those who do not currently have a cumulative 2.5 GPA may not be invited to training).

Leadership Qualifications

- Be able to demonstrate spiritual and emotional maturity, stability, and leadership ability.
- Must abide by the Word of Life Fellowship Standard of Conduct and the Word of Life Bible Institute handbook.
- Demonstrate a sincere desire to serve other students and to see them develop spiritually.
- Must have a teachable spirit.
- Must have good interpersonal and public relations skills, and be customer-service oriented.

Leadership Period

- Applicants must commit to the entire duration of the employment period.
- Employment lasts from the beginning of fall semester through the end of spring semester.
- January students are an exception to this.

General Qualifications

- Students in a Student Leadership role must be single students.
- **Attendance at Student Leadership Training is mandatory.**

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Student Leadership Ministry Description

Dorm Resident Assistant Program

Please keep this information for your records.

Scholarship and Training

- The Resident Assistant Program is a scholarship opportunity. Those given a Dorm RA position will be granted a \$1,800 scholarship to Word of Life Bible Institute.
- Dorm RAs will receive leadership training and experience.
- Dorm RAs will also receive personal accountability and mentorship from their Discipleship Coordinator.

Housing

- If assigned a Dorm RA position, the Student Life Department will choose your housing.
- Dorm styles vary across campus (hall style dorms, chalets, cabins).
- The Student Life Department reserves the right to assign and/or change a Dorm RA's room or dorm assignment at any time.

Scheduling

- Each assigned Dorm RA is required to attend the mandatory Student Leadership Training sessions.
- Because of the nature of the Resident Assistant program, some opportunities will not be available for Dorm RAs, such as certain ministries and the Service RA position.
- Dorm RAs must remain in their housing area at the end of each term until all assigned residents have been properly checked out and other RA responsibilities are completed.
- Extensive outside commitments, *such as the Inn Work Program*, that may interfere with Resident Assistant responsibilities need to be approved by the Student Life Department on a case by case situation.

People to Know

- Dorm RAs are responsible for 7-11 students living on their assigned floor or in their assigned building(s). Dorm RAs live on their assigned floor or in one of their assigned building(s).
- Discipleship Coordinators are Word of Life Bible Institute staff. They supervise and minister to 8-10 Dorm RAs and live on campus.

RA Selection Process

- Based on the application, references, and other factors (for 2nd year applicants this includes but is not limited to academic performance, conduct in the dorm, and performance during ministry) a limited number of candidates are invited to the training period. Applicants not selected for training will be notified.
- The Student Life Department will offer positions toward the end of RA training.
- All completed applications will be kept on file for any additional openings.

Resident Life Responsibilities:

Dorm RAs play a key leadership role at the Bible Institute. They are responsible for maintaining the dorm program, for enforcement of standards and regulations of the handbook, for supervising classroom conduct, for assuming other leadership roles on campus, and for being the example of spiritual integrity in every area as a student. Wherever a leader is needed, the RAs may be called upon to help.

Student Development

- Commit to educating residents within the aims of the Student Life Department Core Values and Philosophy statement.
- Lead residents by personal example in spiritual integrity, academic commitment, moral character, emotional maturity, and community standards.

Resident Leadership

- Make informal visits on a regular basis to residents to maintain contact and discuss their concerns.
- Facilitate the student handbook.
- Schedule and plan floor devotions.
- Maintain dorm cleanliness as outlined in the handbook.

Safety and Security

- Promote hall safety, security, and resident personal safety by enforcing federal and state fire and safety procedures.
- Unlock and/or secure halls as outlined by the Discipleship Coordinator.
- Assist with dorm emergencies.
- Be active encouraging students in their assigned dorms to fill out theft reports.

Physical Facilities

- Meet with incoming residents to complete a dorm room contract.
- Educate residents on proper care and maintenance of dorm facilities. File maintenance and dorm damage reports promptly.

Reporting

- Maintain regular contact with the Discipleship Coordinator to report resident concerns, maintenance repair needs, etc.
- Investigate and report violations of the Word of Life Bible Institute handbook and residential living standards and policies to the Discipleship Coordinator through warnings and violation reports.
- Document and inform the Discipleship Coordinator of serious incidents, resident illnesses, ongoing pranks, rumors, and theft.
- Submit weekly e-mail based reports to the Discipleship Coordinator.

Other Responsibilities

- Fulfill common Bible Institute responsibilities including adherence to the Statement of Faith and Standard of Conduct of Word of Life Fellowship.
- Become fully acquainted with and supportive of the guidelines expressed in the Word of Life Bible Institute Student Handbook.
- Meet weekly with the Discipleship Coordinator.
- Act directly under the supervision of the Discipleship Coordinator.
- Support the Discipleship Coordinator and the Student Life Department in their responsibilities.
- Fulfill other assignments as directed by the Discipleship Coordinator and Student Life Department.
- Regularly check and respond to email.
- Attend a weekly Student Leadership Elective. This class will count as college credit. This course is intended to be a companion to our student leadership program. Lectures will be given weekly in various areas of leadership. The goal is to equip our campus leadership with the practical tools necessary to benefit them in their current positions and in future opportunities.

Service Resident Assistant Program

Please keep this information for your records.

Scholarship and Training

- The Service Resident Assistant Program is a scholarship opportunity. Those given a Service Resident Assistant position will be granted a \$1,800 scholarship to Word of Life Bible Institute.
- Students in the Service RA Program will receive leadership training and experience.

Housing

- If assigned a Service RA position, the Student Life Department will choose your housing.
- Dorm styles vary across campus (hall style dorms, chalets, cabins).
- The Student Life Department reserves the right to assign and/or change a Service RA's room or dorm assignment at any time.

Scheduling

- Each assigned Service RA is required to attend the mandatory Student Leadership Training sessions.
- Because of the nature of the Service RA program, some ministries will not be available for students fulfilling certain jobs.
- Extensive outside commitments, *such as the Inn Work Program*, that may interfere with Resident Assistant responsibilities need to be approved by the Student Life Department on a case by case situation.
- Service RAs will work 15 hours each week. This is 7 hours more than a student with a regular Service Assignment.

Service RA Selection Process

- Based on the application, references, and other factors (for 2nd year applicants this includes but is not limited to academic performance, conduct in the dorm, and performance during ministry) a limited number of candidates are invited to the training period.
- The Student Life and Ministry Department will offer positions toward the end of Student Leadership training. Applicants not selected for training will be notified.
- All completed applications will be kept on file for any additional openings.

Work Area Responsibilities:

Service RAs play a key leadership role at the Bible Institute. Those in the Service RA Program are responsible for fulfilling the needs of their work areas, for enforcement of standards and regulations of the handbook, for supervising the work area conduct of crews, for encouraging and ministering to students, for assuming other leadership roles on campus, and for being the example of spiritual integrity in every area as a student.

Personal Holiness

- Spiritual Disciplines

- Quiet Time/Bible Study - daily
- Scripture Memory - weekly
- Christian Reading - quarterly
- Corporate Worship - weekly
- Accountability
 - With your Work Area supervisor
 - With a Friend or other staff member

Student Interaction

- Be an example
- Be involved
- Be aware
 - Look for times to encourage and minister
 - Notice students that are discouraged or lonely
 - Don't get too caught up in your own life that you miss seeing a need in someone else's life
- Be refreshed and in turn be refreshing! Make sure you are serving out of a full cup.
- Commit to educating residents within the aims of the Student Life and/or Ministry Department Missions statements.
- Lead residents by personal example in spiritual integrity, work ethic and community standards.
- Make informal visits on a regular basis with other students to maintain contact and discuss their concerns.
- Facilitate the student handbook.

Administrative Policy

- Fulfill common Bible Institute responsibilities including adherence to the Statement of Faith and Standard of Conduct of Word of Life Fellowship.
- Become fully acquainted with and supportive of the guidelines expressed in the Word of Life Bible Institute Student Handbook.
- Attend and be available to assist with all Conferences and Special Events, including campus days.
- Regularly check and respond to email.
- Attend a weekly Student Leadership Elective. This class will count as college credit. This course is intended to be a companion to our student leadership program. Lectures will be given weekly in various areas of leadership. The goal is to equip our campus leadership with the practical tools necessary to benefit them in their current positions and in future opportunities.

Service Resident Assistant Positions

Business Office (1 m/f)

Description: Receptionist for Business Office and Financial Aid. Helps with setting up appointments, mailing of bills, filing and processing of paperwork.

Needs: Friendly, service minded, organizational skills, understands the importance of confidentiality and computer skills.

Student Services Desk (7 m/f)

Description: Oversees the operation of the command center including meal lines and Service and Ministry Assignments. This is the main point of contact of the Ministry Department for Bible Institute Students.

Needs: People and organizational skills, service-minded, and be trustworthy in task completion.

Food Service (6 males)

Description: Responsible to oversee the activities of the food line and dish room crews, ensuring that the meal runs smoothly, food is kept full, and buffet lines are kept neat, clean, and orderly. Works with the chef and other crew leaders to uphold NYS and Bible Institute standards regarding timeliness, cleanliness, effectiveness and efficiency of student crews. Handles special functions on an as needed basis, and may be called upon to help set up the meal while the rest of the student body is in a meeting or chapel. Performs other tasks as assigned by chef.

Needs: Able to work in fast moving situations, service minded and able to lead student work crews.

Health Center (2 m/f)

Description: Serves in the Health center by assisting with students waiting to be seen, contacting students/areas regarding sick students, entering information in Health Center database and ensuring a clean environment.

Needs: Administrative and people skills.

Housekeeping (2 females)

Description: Supervises students that maintain cleanliness of bathrooms and offices.

Needs: Hard worker, leader and an eye for excellence.

IT (1 m/f)

Description: Serves alongside our full time IT department staff to assist students and guests on campus with computer and internet connectivity needs.

Needs: Trustworthy, excellent people skills, some IT knowledge or the ability to learn quickly.

Maintenance (4 males, 1 m/f)	<p><u>Description:</u> Assists with the general maintenance of the Bible Institute property and oversees student work crews.</p> <p><u>Needs:</u> Hard worker, able to lead, service minded and good physical shape.</p>
Pantry (3 females)	<p><u>Description:</u> Responsible to oversee the preparation of the salad, fruit & yogurt, and deli buffets, ensuring that the food is fresh and presented with excellence. Works with the chef and other crew leaders to uphold NYS and Bible Institute standards regarding timeliness, cleanliness, effectiveness and efficiency of student crews. Handles special functions on an as needed basis, and may be called upon to help set up the meal while the rest of the student body is in a meetings or chapel. Performs other tasks as assigned by chef.</p> <p><u>Needs:</u> Able to work in fast moving situations, service minded and able to lead student work crews.</p>
Productions (2 m/f)	<p><u>Description:</u> Serves alongside our full-time Production Department staff to run live events. Responsible for managing class room and class room A/V team.</p> <p><u>Needs:</u> Trustworthy, excellent people skills, knowledge of A/V equipment, and a willingness to learn.</p>
Recruitment Counselor (7 m/f)	<p><u>Description:</u> Responsible to both promote and recruit prospective students for Word of Life Bible Institute through the use of phone calls and personal interaction. The recruitment counselor will work with an Admissions Counselor and assist him/her in accomplishing tasks and goals. Recruitment counselors work mainly late afternoons and early evenings in order to maximize their ministry potential with future students.</p> <p><u>Needs:</u> Passion for people and evangelism with a willingness to learn new things. Must be able to work as a member of a team. Phone, computer, and time management skills are a plus.</p>
Security Admin. Asst. (1 female)	<p><u>Description:</u> Supports the security team by making ID cards, processing parking tickets, conducting online background checks, writing reports, and answering phone calls.</p> <p><u>Needs:</u> Servant's spirit, attention to detail, computer skills, customer service skills, good manners, flexibility, and a willingness to learn.</p>
Security Patrol (4 males)	<p><u>Description:</u> Patrols the campus on foot and in vehicle to deter and detect criminal or suspicious activity. Enforces parking regulations, secures buildings, responds to emergencies, and writes incident reports. Will be trained and licensed as a New York State Security Guard.</p> <p><u>Needs:</u> Servant's spirit, attention to detail, good customer service skills, the ability to remain calm in a crisis, good manners, flexibility, a willingness to learn, a clean criminal record, and a good driving record.</p>
Snack Shack (3 females)	<p><u>Description:</u> Similar to Food Service however must be customer service oriented.</p> <p><u>Needs:</u> Trustworthy, excellent people skills, friendly and able to lead.</p>
Student Life (1 female)	<p><u>Description:</u> Receptionist for Administration Building. Greets those visiting the office and helps them get to the right staff member in an organized and professional manner, answers questions in person and over the phone, and performs various administrative duties for Student Life staff.</p> <p><u>Needs:</u> Friendly, service minded, clear communicator, organizational and computer skills, and understands the importance of confidentiality.</p>
Yearbook (1 m/f)	<p><u>Description:</u> Gather pictures, articles, etc. in order to create the schools yearbook.</p> <p><u>Needs:</u> A 2nd year student who is dependable, able to organize, hardworking, detail-oriented, and able to lead a team.</p>

10. How does someone grow and change spiritually?

11. Explain your understanding and opinion of WOLBI's standards and comment on your willingness to model, support, and enforce them.

12. What would you do if you disagreed with a school policy or rule?

13. Why are you interested in a Student Leadership position?

14. What are your personal spiritual disciplines?

15. What are your strengths? What are your weaknesses?

16. Is there anything else about your past, ministry experiences, beliefs, convictions, associations, or your 1st year at WOLBI that you think we should know?

Confidentiality Statement:

I agree that all references may be maintained as confidential records. I waive any right I may have to obtain access to these references.

Printed Name _____

Signature _____

Return the completed reference form in one of the following ways:

Male Applicants -

Applications can be emailed to finaid@wol.org, faxed to 518-494-1534, or mailed to: Word of Life Bible Institute, Attn: Financial Aid, 4200 Glendale Rd., Pottersville, NY 12860.

References and questions can be emailed to Randy Curtis, Dean of Men, at randycurtis@wol.org, faxed to 518-494-1481, or mailed to: Word of Life Bible Institute, Attn: Randy Curtis, 4200 Glendale Rd., Pottersville, NY 12860.

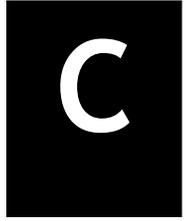
Female Applicants -

Applications can be emailed to finaid@wol.org, faxed to 518-494-1534, or mailed to: Word of Life Bible Institute, Attn: Financial Aid, 4200 Glendale Rd., Pottersville, NY 12860.

References and questions can be emailed to Karen Smith, Dean of Women, at karensmith@wol.org, faxed to 518-494-1481, or mailed to: Word of Life Bible Institute, Attn: Karen Smith, 4200 Glendale Rd., Pottersville, NY 12860.

This reference is to be completed by someone familiar with your leadership ability.

Student Leadership Reference - Incoming 2nd Year Student



WORD OF LIFE BIBLE INSTITUTE

_____ (*Please print student's name*) has submitted an application for a Student Leadership position. Your name has been given as a reference with regard to the applicant's leadership abilities.

Student Leadership (Dorm Resident Assistants and Service Resident Assistants) is an integral part of our program. They must be responsible individuals with leadership qualities. Each Resident Assistant is responsible for approximately seven to eleven students. Students serving in the position of Service Resident Assistants will lead other students in different jobs on campus. Their responsibilities to the students and administration include assuming leadership roles in various aspects of our program, enforcing school standards, supervising service assignments on campus, and the organization of ministries. Whenever and wherever a leader is needed, Student Leadership may be called upon to help.

We would appreciate it if you would take a few minutes to carefully respond to the following questions. Please attach a separate sheet if you for any additional comments that would help in making our decision. This reference will be kept as confidential as possible.

Printed Name _____

Signature _____

Relationship to Applicant _____

Phone _____

1. Does the applicant follow directions?
2. Has the applicant shown consistent integrity?
3. Are his/her convictions strong or are they easily swayed by others' opinions?
4. Do you think the applicant has leadership ability? Why?
5. Do you feel the applicant could consistently enforce rules and regulations of the Word of Life Bible Institute?
6. Has the applicant shown any areas in which he/she disagrees with a school policy? If so, how has he/she responded?
7. Has the applicant shown maturity in decision making throughout this year?

8. How has the applicant been a Godly example at the Bible Institute this year?

9. Have you had any conflict with this individual throughout this year? How did the applicant respond?

10. What are the applicant's strengths?

11. What are the applicant's weaknesses?

12. Please describe the applicant's level of involvement in service or leadership activities in your dorm. What has distinguished his or her participation in these areas? What motivated the applicant to serve?

13. Because of the limited number of Student Leadership positions available, only a few of the qualified applicants will be offered a position. Why should this applicant be selected over other applicants with similar qualifications?

14. Is there anything else about the applicant's past, ministry experiences, beliefs, convictions, or associations that you think we should know?

Please rate the applicant on a scale of 1-5 in each area, with **5 as the highest** rating and 1 as the lowest:

<p>No opportunity to observe</p> <p><input type="checkbox"/> 1 2 3 4 5</p>	<p><u>Ability to work with others</u></p> <p>Cooperates as a team player</p> <p>Communicates effectively</p> <p>Willing to learn and receive direction</p> <p><u>Leadership and administrative ability</u></p> <p>Motivates others positively</p> <p>Handles sensitive/difficult situations appropriately</p> <p>Finds creative solutions to problems quickly</p> <p><u>Initiative and motivation</u></p> <p>Takes initiative to do more than asked</p> <p>Works well without constant supervision</p>
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<p>No opportunity to observe</p> <p><input type="checkbox"/> 1 2 3 4 5</p>	<p><u>Emotional stability and maturity</u></p> <p>Receives direction and counsel maturely</p> <p>Handles prolonged stress and high energy situations appropriately</p> <p>Adapts well to new situations/environments</p> <p><u>Time Management</u></p> <p>Prioritizes responsibilities/assignments effectively</p> <p>Organizes time productively</p> <p>Judgment</p> <p>Honesty</p>
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- The Word of Life Bible Institute may call me with questions concerning the applicant.

Return the completed reference form in one of the following ways:

Male Applicants - References and questions can be emailed to Randy Curtis, Dean of Men, at randycurtis@wol.org, faxed to 518-494-1481, or mailed to: Word of Life Bible Institute, Attn: Randy Curtis, 4200 Glendale Rd., Pottersville, NY 12860.

Applications can be emailed to finaid@wol.org, faxed to 518-494-1534, or mailed to: Word of Life Bible Institute, Attn: Financial Aid, 4200 Glendale Rd., Pottersville, NY 12860.

Female Applicants - References and questions can be emailed to Karen Smith, Dean of Women, at karensmith@wol.org, faxed to 518-494-1481, or mailed to: Word of Life Bible Institute, Attn: Karen Smith, 4200 Glendale Rd., Pottersville, NY 12860.

Applications can be emailed to finaid@wol.org, faxed to 518-494-1534, or mailed to: Word of Life Bible Institute, Attn: Financial Aid, 4200 Glendale Rd., Pottersville, NY 12860.