

# **Student Leadership Information**

Updated 12/19/19

## **General Qualifications**

- Applicants must commit to the entire duration of the selection period, which lasts from the beginning of fall semester through the end of spring semester.
  - Spring students are a possible exception to this policy.
- Students in a Student Leadership role must not be married.
- **Attendance at Student Leadership Training is mandatory.**

## **Academic Qualifications**

- Students in a Student Leadership position must maintain a cumulative GPA of at least 2.5. (For 2<sup>nd</sup> 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.

## **Selection Process**

- The Student Leadership Program is a scholarship opportunity. Those given a position will be granted a \$3,000 scholarship to Word of Life Bible Institute.
- Based on the application, references, and other factors a limited number of candidates are invited to the training period. Applicants not selected for training will be notified.
- The Bible Institute will offer positions to a portion of the applicants at the end of Student Leadership Training.
- All completed applications will be kept on file for any additional openings.

## **Housing**

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

# **Student Leadership Program Options**

## **Resident Assistant Program (RA)**

### **Department Organization**

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

### **Training**

- RAs will receive leadership, discipleship, and ministry training throughout the academic year in the RA Elective, which is a formal class taught by Student Life Deans and other staff and faculty, with the goal of equipping RAs for their current responsibilities and potential future opportunities.
- RAs will also receive weekly discipleship, encouragement, accountability, and on-the-job coaching from their DC.

### **Scheduling**

- Because of the nature of the Resident Assistant program, some opportunities will not be available for Dorm RAs, such as certain ministries and the Student Experience Program.
- 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 Lodge Work Program, that may interfere with Resident Assistant responsibilities need to be approved by the Student Life Department on a case by case basis.
- RAs will work approximately 15 hours each week.

### **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.
- Make informal visits on a regular basis to residents to maintain contact and discuss their concerns.

### ***Dorm Oversight***

- Facilitate the WOLBI Student Handbook.
- Schedule and plan devotions during the week.
- Maintain dorm cleanliness as outlined in the Handbook.
- Meet with incoming residents to complete a Dorm Room Contract.
- File maintenance and dorm damage reports promptly.
- Promote hall safety, security, and resident personal safety by enforcing federal and state fire and safety procedures.
- Assist with dorm emergencies.
- Be active encouraging students in their assigned dorms to fill out theft reports.

### ***Reporting***

- Maintain regular contact with the DC to report resident concerns.
- Investigate and report violations of the Word of Life Bible Institute Handbook and residential living standards and policies to the Discipleship Coordinator through violation reports.
- Inform the DC of serious incidents, resident illnesses, ongoing pranks, rumors, and theft.
- Submit weekly RA reports.

### ***Other Responsibilities***

- Fulfill common Bible Institute responsibilities including adherence to the Statement of Faith and Standard of Conduct of Word of Life Fellowship.
- Meet weekly with their DC.
- Responsibilities may include being a Seating RA in the classroom.

## **Student Experience Program (SEP)**

### ***Mission Statement***

- The Student Experience Program develops students to learn marketable skills through supervised and directed vocational experience that will help them live a life of maximum effectiveness for the Lord.

### ***Training***

- SEPs will be oriented to their responsibilities within their various departments and will receive regular feedback and quarterly reviews from their supervisors.
- Supervisors will mentor their SEPs on a regular basis.

### ***Scheduling***

- Each assigned SEP is required to attend SEP training sessions throughout the academic year.
- Because of the nature of the SEP, some ministries may not be available.
- Extensive outside commitments, such as the Lodge Work Program, that may interfere with SEP responsibilities need to be approved by the Ministries Department and/or by the department that the SEP student works in on a case by case basis.
- SEPs will work approximately 15 hours each week. This is 7 hours more than a student with a regular Service Assignment.

### ***Student Development***

- Be an example, be involved, and be aware.
- Lead residents by personal example in spiritual integrity, work ethic, and community standards.

### ***Other Responsibilities***

- Fulfill common Bible Institute responsibilities including adherence to the Statement of Faith and Standard of Conduct.
- Responsibilities may include being a Seating RA in the classroom.

### ***Student Experience Program Positions***

Food Service (7 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.

Housekeeping (3 females)

Description: Supervises students that maintain cleanliness of bathrooms and offices.  
Needs: Hard worker, leader, and an eye for excellence.

Mailroom (1 female)	<p><u>Description:</u> Supervises a team of students who handle the personal mail of fellow students.</p> <p><u>Needs:</u> Detail oriented, responsible, and able to manage a small team of workers.</p>
Maintenance (4 males, 1 m OR f)	<p><u>Description:</u> Assists with the maintenance of the BI property and oversees student work crews.</p> <p><u>Needs:</u> Hard worker, able to lead, service minded and good physical shape.</p>
Pantry (4 females)	<p><u>Description:</u> Responsible to oversee the preparation of the salad, fruit &amp; 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 OR f)	<p><u>Description:</u> Serves alongside our full-time Production Department staff to run live events. Responsible for managing classroom and classroom A/V team.</p> <p><u>Needs:</u> Trustworthy, people skills, knowledge of A/V equipment, and a willingness to learn.</p>
Recruitment Counselor (12 m OR 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. Will work with an Admissions Counselor and assist him/her in accomplishing tasks and goals. Will 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 Officers (10 m OR f)	<p><u>Description:</u> Patrols the campus on foot and in vehicle to deter and detect criminal or suspicious activity. Responds to medical emergencies and assists students and campers who are ill or injured. Enforces parking regulations, secures buildings, responds to security and medical emergencies, and writes incident reports. Will be trained and licensed as New York State Security Guards as well as certified in First Aid and CPR through the American Red Cross.</p> <p><u>Needs:</u> First Aid and CPR/NYS Security Guard certification (Both of which will be provided at WOLBI), people skills, attention to detail, 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>
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>
Snack Shack (3-4 females)	<p><u>Description:</u> Similar to Food Service and must be customer service oriented.</p> <p><u>Needs:</u> Trustworthy, excellent people skills, friendly and able to lead.</p>
Student Services Desk (6 m OR f)	<p><u>Description:</u> Oversees the operation of the Student Services Desk including meal lines and Service and Ministry Assignments. This is the main point of contact of the Ministry Department for students.</p> <p><u>Needs:</u> People and organizational skills, service-minded, and be trustworthy in task completion.</p>
Transportation (1 m OR f)	<p><u>Description:</u> Responsible for doing vehicle checks and supervising the washing of the vans WOLBI uses for ministry and event trips. Will supervise the student transportation team and drive for various ministries and events.</p> <p><u>Needs:</u> Must be at least 21 years old, have a clean drivers' record, at least three years of driving experience, and a desire to do things with excellence.</p>
Marketing:	
	<p>Video (1 m OR f):</p> <p><u>Description:</u> Gather videos and edit footage to create a variety of media.</p> <p><u>Needs:</u> Ability to edit footage and knowledge of basic camera operating.</p>
	<p>Photography (1 m OR f)</p> <p><u>Description:</u> Gather photos and edit footage to create a variety of media.</p> <p><u>Needs:</u> Ability to edit pictures and knowledge of basic camera operating.</p>
	<p>Yearbook (1 m OR f)</p> <p><u>Description:</u> Gather pictures, articles, etc. in order to create the school's yearbook.</p> <p><u>Needs:</u> A 2<sup>nd</sup> year student who is dependable, able to organize, hardworking, detail-oriented, and able to lead a team.</p>