

# Point University

## Student Life Apprentice Positions

Student Life Apprentice positions are designed to give students hands on experience in the various departments of Student Life. Each position will have unique responsibilities tailored to their specific department. If you want to be more involved in the planning and execution of events, and programs on this campus then a Student Life Apprentice position is the best place to start. Specific job descriptions for each department can be found at the back of this application packet.

The following apprentice positions will be available for the 2022-2023 academic year:

- 2 Housing Apprentices

### Prerequisites\*

The following minimum qualifications must be met by all Student Life Apprentices:

- A healthy and active personal relationship with Jesus Christ evidenced in their daily life and behavior.
- Must be a full-time student in good standing with all aspects of the University including, but not limited to, current academic or disciplinary probation.
- Must have completed one year as a full-time student at Point University.
- Have and maintain a cumulative GPA of 2.25, 2.0 probationary.

\* In some cases, additional experience or skills may be substituted for specific prerequisites.

### Employment Dates

July 24, 2022 – May 10, 2023

#### **1. Academic Eligibility**

**To apply, candidates must meet the following:**

- 2.25+ - Will be considered/hired in good status
- 2.29 – 2.0 – Will be considered/hired under probationary status which includes limited extracurricular hours, academic checks & additional accountability
- 1.99 – may not be considered

**Once an Apprentices have been hired they must meet the following:**

Status	Semester G.P.A.		Cumulative G.P.A.
Good standing	2.25 or Above		2.25 or Above
Staff Warning	2.00 – 2.29	but	2.25 or Above
Staff Probation	2.00 – 2.29	and	2.29– 1.99
Dismissal	Below a 1.99	but	Below a 2.10

- a. Staff Warning: An Apprentice will be placed on academic staff warning if his/her semester G.P.A. falls between a 2.0 and 2.29 but his/her cumulative G.P.A. is above a 2.29 at the end of the semester, both the semester G.P.A. and the cumulative G.P.A. must be above a 2.29
- b. Staff Probation: An Apprentice may be placed on academic staff probation, which includes limited extracurricular hours, academic checks & additional accountability. At the end of the semester, both the semester G.P.A. and the cumulative G.P.A. must be above a 2.29.
- c. Dismissal: An Apprentice will be dismissed if either his/her G.P.A. is below a 1.99 or cumulative G.P.A. is below a 2.00.

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- d. Appeals: Appeals may be made to the Dean of Students
- e. Advisement: Any staff member who is having academic difficulty would speak with his/her ACC or Dean of Students concerning study skills, scheduling, or special needs.

## **Skills, Characteristics Required for Position:**

- Lead in attitude through a cooperative spirit.
- Provide necessary support to supervisor and Point University.
- Maintain confidentiality regarding students, and issues discussed during office hours.
- Strong organizational and interpersonal skills.
- Demonstrates mature commitment and understanding to the mission of Point University.

## **Special Working Conditions:**

- Although work hours can vary week to week expect 15 hours of work per week. During certain busy seasons (beginning and ending of semesters, during training) additional hours will be required, including some overnight retreats/trainings.
- Return to campus before fall and spring semesters for training, January 8, 2023 and remain until the end of checkouts on May 10, 2023.

## **Compensation and Termination:**

- Students will receive a \$3,500 scholarship for the 2020/2021 academic year. This scholarship will be applied in two parts, \$1,750 for the fall semester, and \$1,750 or \$2,500 for the spring semester.

## **Primary Duties:**

- Role model a commitment to Point University standards, healthy relationships, and respect for others.
- Promote an environment of inclusivity with specific attention given to connecting with students in need and students from under-represented backgrounds.
- Maintain consistent communication: check mailbox every other day, respond to emails within 24 hours and texts as soon as is reasonably possible.
- A dedication to self-care to maintain mental, spiritual, and emotional health.
- Consistent and prompt attendance for office hours, events, and other assigned duties.
- Other duties as assigned by supervisor or the Dean of Students.
- Encourage student involvement in campus wide organizations, activities, and offices.
- All Apprentices must be available for the following:

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- Move-in dates: August 19<sup>th</sup> and 22<sup>nd</sup>
- Student Leader and Orientation Prep: August 21<sup>st</sup> and 22<sup>nd</sup>
- Orientation: August 21<sup>th</sup>-24<sup>th</sup>
- Spring Move-in & Orientation: January 2<sup>nd</sup>
- An Apprentice may be terminated for any of the following reasons:
  - f. Not fulfilling one or more than one of the above listed responsibilities.
  - g. Violating a school policy or encouraging/enabling a student to violate a policy.
  - h. Purposefully withholding information or providing false information to professional staff.
  - i. Unexcused absences or unexcused tardiness to any mandatory event.

If an Apprentice is terminated, or resigns their position, they will be expected to return all Point property and training materials within a 48-hour period or will be charged appropriately. In addition, the Apprentice scholarship will be prorated based upon length of service in the position, and they will not maintain the full amount of their scholarship.

***I agree to the standards of this job description.***

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_

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## Housing Apprentice (2)

The Student Life Housing Apprentice is a part time (15 hours per week) student leader position reporting to the Housing/Office Manager working in conjunction with the Student Life Department. The Student Life Housing Apprentice will be primarily responsible for assisting with the planning of Residence Life events, making changes in the housing software, assisting with organization and tracking of work orders, and working with CLM's as assigned.

### Responsibilities and Primary Activities

- Assists the Housing/Office Manager with clerical work to include room assignments, file maintenance, resident communication, check-in/check-out, reception duties, etc.
- Promotes leadership and contributes to helping the Housing/Student Life office run smoothly.
- Responsible for specific projects as assigned by the Housing/Office Manager, which may involve planning and coordinating successful projects.
- Attends regular meetings with supervisors, Student Life staff, student leaders and other members of the university as needed.
- Serves as a resource to support faculty, students, parents, staff and other University constituents.
- Ability to keep information provided to the Student Life department confidential.
- Models behavior which is reflective of a vibrant, personal relationship with Jesus Christ, and a desire to uphold the University's standards of conduct in one's personal, and professional life, both on and off campus.

### Education and Experience:

- Current student in good standing at Point University and having a desire to possibly explore careers in Student Life/Student Engagement or other areas of campus ministry.
- 1-2 years of programming experience, or other applicable experience in the area of student housing.
- Proficient in Microsoft Office.
- Have and maintain a cumulative GPA of 2.25.

### Behavioral Expectations:

This is para-professional position within the Student Life department, and the behavior and appearance of the apprentice will be expected to be exemplary at all times, reflecting high standards for meeting and dealing with the public and students in the Point community. This extends to all forms of communication, including verbal, written, and electronic. The Housing Apprentice is expected to abide by all Point policies, keeping in mind their personal behavior and interactions with others will affect the image of the Student Life team. In addition, as a member of the Student Life team, they are expected to abide by the Student Leader Alcohol Agreement. Finally, being a prominent position on campus, the incumbent is expected to be good citizens and abide by the laws of Georgia, Alabama, and the United States.

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## Student Life Apprentice Application

### I. GENERAL INFORMATION

Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Social Media URL Addresses: (i.e.: Facebook, Twitter, Instagram, Snapchat, etc.)

\_\_\_\_\_

Are you currently employed? **YES NO** Company Name: \_\_\_\_\_

If hired, do you plan to continue working this job? If yes, how many hours? \_\_\_\_\_

Work Schedule: \_\_\_\_\_

Supervisor name and phone #: \_\_\_\_\_

Please attach a resume to your application.

### II. SCHOOL HISTORY

Major: \_\_\_\_\_ Class: \_\_\_\_\_

Fall 20 GPA: \_\_\_\_\_ Cum. GPA: \_\_\_\_\_

\*Note, must have a Cum. 2.25

Total Hours Completed after this semester: \_\_\_\_\_

Hours planned for Fall '21: \_\_\_\_\_

Sport/Band: \_\_\_\_\_

Have you ever been on academic warning or probation? **YES NO**

If YES, which semester? \_\_\_\_\_

If YES, please explain. \_\_\_\_\_

\_\_\_\_\_

Do you have a disciplinary record? **YES NO** If YES, which semester? \_\_\_\_\_

If YES, please explain.

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Please list all organizations or activities you are involved in on campus, such as choir, athletics, SGA, campus ministry, student organization, etc.

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Please rank the apprentice positions you would prefer in the order of interest. If not interested in a role, please state "N/A".

Housing Apprentice	Rank: 1	2	3	4	5	N/A	(please circle one)
Intramurals Apprentice	Rank: 1	2	3	4	5	N/A	(please circle one)
Hub Apprentice	Rank: 1	2	3	4	5	N/A	(please circle one)
Special Events Apprentice	Rank: 1	2	3	4	5	N/A	(please circle one)
Student Activities Apprentice	Rank: 1	2	3	4	5	N/A	(please circle one)

***For the remaining questions please type your answers and attach them to your application.***

### III. PERSONAL HISTORY

1. Share the impact the Point community has had on you.
2. Please provide a brief (no more than 1-page) summary of your spiritual journey. Include significant people and events that led you to where you are today.
3. Describe any jobs, position of leadership or responsibility you have held. What were the significant challenges you faced as a leader? Describe a significant outcome that your team/group/organization achieved.
4. Why do you want to be a Student Life Apprentice? Please reference the specific position you are applying for.

Please attach your resume. You only need submit the last 2 pages and your resume.

### IV. VERIFICATION

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*I verify that all information that I have provided is true. I waive the right to review recommendations submitted on my behalf.*

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_