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| **Personal Information:** |
| **Date:** |  | Access to your my.wheaton email during the summer: | (   ) Yes  ( ) No, Explain: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Name:** |  | **Next Year’s Class Level:** |  |
| **Next Year’s Campus Address:** |  | **CPO:** |  |
| **Position Applying For:** |  | **Birthday:** |  |
| **Cellular:**  | (          ) | **Other Telephone:** | (          ) |
| **List all activities (on-campus/off-campus) you plan to participate in next year:**  |
| OMD Student Leadership Agreement: |
|  **\*\*\* Please review and sign below prior to proceeding to the 2nd page of this application \*\*\*** **Noted below is the student leadership agreement for all OMD student organizations:** * My primary responsibility is being a student and I am expected to attend classes, chapel, and maintain a 2.5 GPA.

 ●  I have taken time to thoroughly read the Wheaton College Community Covenant located at       <http://www.wheaton.edu/about-wheaton/community-covenant> . I will support and completely adhere to this community covenant. ● If I am placed on any type of probation, I will inform the OMD Director. I recognize that being on any type of probation during the      academic year which I am serving could disqualify me from serving as a student leader.  ●  I have read the OMD and Student Development Purpose Statements located at     <http://www2.wheaton.edu/Registrar/catalog/ug_student_life.htm#Student_Development> . I will unite to serve within these purposes. ● My commitment to serve as a student leader is for a full academic year. ● There is an importance of maintaining open communication with the OMD Director. If I have areas of concern, I understand that I can     obtain encouragement and resources from the OMD Director during my time of service.   ● My attendance is required at the OMD Spring Banquet on Friday, May 3, 2019. I will attend this off campus evening event. ● I commit to attend the IGNITE new student leadership meeting on Thurs., April 25, 2019 (Harbor House 3:45pm to 5:00pm). ● The OMD Student Leaders’ HoneyRock Retreat is scheduled for Sunday, Aug 12 through Saturday, Aug 17, 2019. I will be attend this     required retreat which begins with a Sunday, Aug 11th dinner at 5pm. The approved student arrival is Sunday, Aug 11th from 2pm to       4pm. I will be sure to check my school email in the summer for additional information from the Office of Multicultural Development. ● I commit to participate in the Post-HoneyRock leadership sessions and Orientation Week during the dates of Aug 19 through Aug 21. **● If I am a cabinet president, I will establish and attend a bi-weekly meeting with the OMD Director throughout the academic year.  I also understand that I will be required to participate in OMD Presidents’ Forums (Synergy) which will be scheduled two Thursdays a month during chapel time throughout the academic year.**  ● To maintain a healthy balance, this specific leadership position within OMD will be my ***primary*** co-curricular commitment. If I would like     to participate in other leadership positions, I must obtain approval from the OMD Director. ● During the academic year there will be monthly OMD IGNITE student leadership meetings.  As part of a cabinet, I plan to faithfully attend    these monthly Ignite meetings.  ● Throughout the year, OMD will be hosting various campus events. I understand that I am required to help out with these events.    **I accept the responsibilities noted above and I am fully committed to uphold this standard that has been set before me.**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_                 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_                    Signature                                                    Print Name Date  |

* Application Process:
	+ Application due . Please return it to OMD front desk (Ms. Hee-Jung or student receptionists)
	+ Interview invitations will be sent out as soon as you turn the application in.
	+ Results will be communicated the latest by **April 12th.**
* Koinonia Cabinet Member Basic Responsibilities:
	+ Mandatory attendance at weekly meetings
	+ Mandatory attendance at all Koinonia events
	+ Mandatory attendance at team building events/retreats
	+ Work on every Koinonia event as a team
	+ Use languages that are respectable, racially sensitive and gender-sensitive in all cabinet-related occasions

**Vice President**

Job Description:

The primary role of the Vice President is to be the organizational and moral support as second-in-command to the President. It is essential for the VP to be in constant communication with the President in regard to decisions for events and functions as well as team building for the cabinet. The role also entails being a bridge of communication between the President and members of the cabinet as a way to foster healthy cabinet dynamic and relationships as one cohesive unit. Often, he/she must be flexible according to the needs of the President, events, and functions of Koinonia and be readily available to help in those capacities.

Responsibilities:

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| ☐ | Coordinate and plan cabinet outings and retreats with the President  |
| ☐ | Support the President and cabinet members in tangible ways |
| ☐ | Reach out to Asians/Asian Americans on campus |
| ☐ | Be flexible according to the needs of the cabinet, events, and functions of Koinonia |
| ☐ | Help to build team cohesion and understand team dynamics |
| ☐ | Qualities that would be helpful in this role: |
|  | * Experience and knowledge in team development
* Wisdom and discernment in conflict resolution
* Intentionality in reaching out to people
* Personable and easy to approach
 |

Questions: (Attach the answers on a separate page)

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|  | 1. What has Koinonia meant to you during the time that you have been here at Wheaton? What have been and will be your expectations of Koinonia?
 |
|  | 1. What does it mean to be an Asian/Asian American at Wheaton College? What does it mean to advocate for Asians/Asian Americans?
 |
|  | 1. Describe your experience in team dynamics and development.
 |
|  | 1. How do you see yourself excelling in the role as Vice President based on the description?
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**Large Group Coordinator**

Job Description:

Large Groups are educational events that focus on Asian and Asian American identity exploration and advocacy. It is a platform to practice Koinonia’s vision and mission. Large Groups provide a space for Asian/Asian-American students to be encouraged and empowered in and outside of the Asian/Asian-American community. The Large Group Coordinator is responsible for planning monthly Large Groups, from its themes/topics as well as logistical details. They should engage in prayer to model an inclusive spirit of education that will be helpful to the needs of the community. The Large Group Coordinator should also actively engage in conversation of diversity with an open mind and Christ-centered love.

Responsibilities:

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| ☐ | Plan and facilitate monthly Large Groups that specifically target the needs of Asian/Asian American community creatively and effectively  |
| ☐ | Network and invite speakers/panelists |
| ☐ | Engage in conversations of diversity outside of Koinonia |
| ☐ | Qualities that would be helpful in this role: |
|  | * Knowledge on racial relations in the U.S. and in Wheaton College
* Execution skills, public speaking, networking
* Creativity and confidence
 |

Questions: (Attach the answers on a separate page)

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| --- | --- |
|  | 1. What has Koinonia meant to you during the time that you have been here at Wheaton? What have been and will be your expectations of Koinonia?
 |
|  | 1. What does it mean to be an Asian/Asian American at Wheaton College? What does it mean to advocate for Asians/Asian Americans?
 |
|  | 1. How do you perceive the functions of Large Groups? Please include 3-5 potential ideas/topics/themes for Large Groups.
 |
|  | 1. What past experiences qualifies you for the responsibilities of the Large Group Coordinator?
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**Publicity Manager**

Job Description:

The Publicity Manager is in charge of advertising and making events known to the Koinonia body and the broader campus community. In general, the publicity manager is the voice of the cabinet that must strive to reach to every single member of Koinonia, and possibly beyond. This position may also require extra time outside of cabinet meetings to finish projects. The publicity manager will also be in charge of forming and leading a publicity team that will facilitate the tasks given to the publicity manager.

Responsibilities:

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| ☐ | Create Advertisement materials, including posters, flyers, banners, etc. around campus (physical) and online  |
| ☐ | Manage visuals media including videos, photography, etc. Create decorations for relevant events |
| ☐ | Collaborate with publicity managers from other organizations in collab-events |
| ☐ | Qualities that would be helpful in this role: |
|  | * Skills in Photoshop/Lightroom
* Creativity and passion in design and art
* Ability to meet deadline
* Effective communication skills
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Questions: (Attach the answers on a separate page)

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| --- | --- |
|  | 1. What has Koinonia meant to you during the time that you have been here at Wheaton? What have been and will be your expectations of Koinonia?
 |
|  | 1. What does it mean to be an Asian/Asian American at Wheaton College? What does it mean to advocate for Asians/Asian Americans?
 |
|  | 1. Provide an example of when you were able to execute something successfully and explain how you did so.
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**Events Coordinator**

Job Description:

The Internal Events Coordinator’s role is to brainstorm, plan and execute events specifically targeting members of Koinonia. Internal Events aim to foster community in Koinonia through fun and engaging events that cater to the needs and preferences of Asian/Asian American students as well as any other students who desire to participate in fellowship with Asians/Asian Americans on campus.

Responsibilities:

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| ☐ | Plan and execute events include but are not limited to: Fall Retreat, Chicago Run, Christmas Party, and Lunar New Year |
| ☐ | Compose a comprehensive schedule and budget, plan decorations, and delegate appropriate roles to the cabinet; brainstorming games and icebreakers at events |
| ☐ | Drawing up plans for new small events and proposing them to the cabinet for discussion and approval |
| ☐ | Qualities that would be helpful in this role: |
|  | * Ability to work around a limited budget, to delegate tasks and follow up
* Adaptable and flexible; creative in problem solving
* Experience in planning events (know how to have fun)
* Hospitable and welcoming
* Confident in difficult decisions
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Questions: (Attach the answers on a separate page)

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|  | 1. What has Koinonia meant to you during the time that you have been here at Wheaton? What have been and will be your expectations of Koinonia?
 |
|  | 1. What does it mean to be an Asian/Asian American at Wheaton College? What does it mean to advocate for Asians/Asian Americans?
 |
|  | 1. List and explain 3-5 strengths you have that will be helpful for this role. List 1-3 weaknesses that might potentially affect your leadership performance. Explain how.
 |
|  | 1. Give an example of a successful event you planned and facilitated.
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**Business Manager**

Job Description:

The primary role of a Business Manager is to take care of Koinonia’s finances. Because Koinonia is a student-led organization, the Business Manager must be comfortable and confident in not only managing money but also providing plans to generate ample finances for the following cabinet through fundraise events.

Responsibilities:

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| ☐ | Set up budget for each event; manage the Koinonia Credit Card and account under the supervision of Ms. Hee Jung and Rodney Sisco |
| ☐ | Work alongside with the secretary to manage the Koinonia supply and inventory |
| ☐ | Propose and facilitate fundraising events/plans |
| ☐ | Qualities that would be helpful in this role: |
|  | * Strength in numerical analysis, mental math, Excel skills, and budgeting
* Responsibility, punctuality, patience, and detail-oriented
* Tendency not to lose things; communication with elders
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Questions: (Attach the answers on a separate page)

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| --- | --- |
|  | 1. What has Koinonia meant to you during the time that you have been here at Wheaton? What have been and will be your expectations of Koinonia?
 |
|  | 1. What does it mean to be an Asian/Asian American at Wheaton College? What does it mean to advocate for Asians/Asian Americans?
 |
|  | 1. Why do you think you’re competent for this role? List your strengths and weaknesses that specifically relate to this role.
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**Administrative Coordinator**

Job Description：

The position of Koinonia Administrative Coordinator exists to provide support to the cabinet by managing and performing clerical functions. The position requires a service-minded individual who is willing to put in time outside of the mandatory cabinet meetings to ensure all tasks are done efficiently and to completion. Note that the day-to-day tasks of the secretary *is* dependent on the leadership and needs of the cabinet. In addition, the secretary not only supports the cabinet through clerical work, but also works with the cabinet in each of the other functions to pursue the organizational mission.

Responsibilities：

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| ☐ | Note-taking in weekly cabinet meetings, creating a working calendar, and reserving venues  |
| ☐ | Situational awareness in recognizing the needs required in each event and proactive in working to provide solutions  |
| ☐ | Work alongside the Business Manager to manage Koinonia supplies and inventory |
| ☐ | Qualities that would be helpful in this role: |
|  | * Attention to detail; enjoy behind-the-scenes contribution; flexibility
* Active listening; desire to take initiative in supporting the cabinet
* Comfortable with the Google Suite
* Strong desire to serve and go beyond minimal requirements
 |

Questions: (Attach the answers on a separate page)

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| --- | --- |
|  | 1. What has Koinonia meant to you during the time that you have been here at Wheaton? What have been and will be your expectations of Koinonia?
 |
|  | 1. What does it mean to be an Asian/Asian American at Wheaton College? What does it mean to advocate for Asians/Asian Americans?
 |
|  | 1. What interest you about this position? What excites you most about this position?
 |
|  | 1. Describe an instance in which you took initiative in meeting the needs of others (beyond what was required).
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