

# JAG CORPS

## Application Packet Office of Student Involvement

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The Office of Student Involvement offers a great opportunity for leadership development with IUPUI – Jag Corps! Being a part of the Jag Corps is your opportunity to help incoming students learn more about being involved in student life at IUPUI. **Please be sure to read and complete this application in its entirety. Upon your submission of the application (to the front desk in CE 370), please select an interview time. If no interview time listed works for your schedule, please email Ashley Grimes at [aagrimes@iupui.edu](mailto:aagrimes@iupui.edu) to set up an interview.**

This dynamic team of campus leaders will assist new students' transition to IUPUI by:

- Creating a welcoming environment
- Providing information about college life and getting involved
- Presenting information about programs and services that help students succeed

### Eligibility Requirements

All IUPUI students who have spent at least one semester at IUPUI are eligible to apply for a Jag Corps position. Applicants must have at least a 2.5 cumulative grade point average and be in good student standing with the University. Preference will be given to individuals who can work the majority of dates during summer orientation. Please see attached calendar for tentative dates and times. [Additional times will be required during the first two weeks of school in assistance with Weeks of Welcome programming. Hourly work will begin soon after mandatory training, which is currently scheduled for April 19<sup>th</sup> and April 26<sup>th</sup> from 4:00pm – 8:30pm on both dates. Training times may vary based on selected Jag Corps members' availability.](#)

Jag Corps members should:

- Possess strong interpersonal, presentation, and communication skills.
- Have the ability to work with others.
- Work effectively with diverse populations.
- Be involved in student life at IUPUI. (This may include clubs/organizations, campus leadership positions, athletics, community service, etc.)
- Be enthusiastic and like to have fun.

### Job Duties

Basic job duties of the Jag Corps include:

- Representing the Office of Student Involvement and the Division of Student Life to new students at various campus events
- Expressing the benefits and importance of being involved on-campus to new students
- Raising awareness of campus resources and involvement opportunities
- Presenting information, in a variety of formats, on how to utilize involvement opportunities and other campus resources

### **For more information on the Jag Corps, contact:**

Ashley Grimes, First Year Programs Graduate Assistant

[aagrimes@iupui.edu](mailto:aagrimes@iupui.edu)



## Current and Previous Employment

Employer: \_\_\_\_\_

Position held: \_\_\_\_\_ Dates employed: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Phone number: \_\_\_\_\_

May we contact? Yes: \_\_\_\_\_ No: \_\_\_\_\_

Employer: \_\_\_\_\_

Position held: \_\_\_\_\_ Dates employed: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Phone number: \_\_\_\_\_

May we contact? Yes: \_\_\_\_\_ No: \_\_\_\_\_

## Faculty and Staff References (list two)

1. Name: \_\_\_\_\_ Department: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email address: \_\_\_\_\_

Relationship to applicant: \_\_\_\_\_

2. Name: \_\_\_\_\_ Department: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email address: \_\_\_\_\_

Relationship to applicant: \_\_\_\_\_

**Return completed applications to:**

**Office of Student Involvement  
Attention: Ashley Grimes  
Campus Center, Suite 370**

**Deadline: Wednesday April 6, 2011  
at 5:00 PM**

**\*\*Sign up for an interview time upon completion  
of your application. Interviews will be held on  
April 7<sup>th</sup>, 8<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup>, depending on  
candidate availability**

## **Jag Corps Schedule Summer 2011 Orientation**

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Jag Corps student leaders will be expected to be present on all orientation days. Please see page 5 of this application for a calendar of all orientation days. The time commitment for each beginner orientation day is 8:30 AM – 12:00 PM and 8:30AM – 4:30 PM for transfer orientation, totaling between 10-20 hours a week.

In addition, **two mandatory training sessions** will be held prior to the beginning or summer orientation sessions. Training times are currently set as April 19<sup>th</sup> and April 26<sup>th</sup>, from 4:00pm – 8:30pm on both dates, but these dates/times may be adjusted according to selected Jag Corps members' availability.

**PLEASE NOTE:** Each week during the summer there is a different schedule. At most, Jag Corps student leaders will be working four days a week. Please be aware that some weeks throughout the summer are different resulting in fewer hours. All scheduled orientation days are listed on the calendar on the following page. **Additional hours of work will be expected during the first two weeks of school in assistance with the Weeks of Welcome programming, as coordinated through the Office of Student Involvement.**

# 2011 June

Mon	Tue	Wed	Thu	Fri	Sat	Sun
		<u>1</u>	<u>2</u> Honor's Orientation	<u>3</u> Honor's Orientation	<u>4</u>	<u>5</u>
<u>6</u>	<u>7</u> Beginner Orientation	<u>8</u> Transfer Orientation	<u>9</u> Beginner Orientation	<u>10</u> Honor's Orientation	<u>11</u>	<u>12</u>
<u>13</u>	<u>14</u> Beginner Orientation	<u>15</u> Transfer Orientation	<u>16</u> Beginner Orientation	<u>17</u> Scholar Orientation	<u>18</u>	<u>19</u>
<u>20</u>	<u>21</u> Beginner Orientation	<u>22</u> Transfer Orientation	<u>23</u>	<u>24</u> Athlete Orientation	<u>25</u>	<u>26</u>
<u>27</u>	<u>28</u> Beginner Orientation	<u>29</u> Transfer Orientation	<u>30</u> Beginner Orientation			

# 2011 July / August

Mon	Tue	Wed	Thu	Fri	Sat	Sun
				<u>1</u> Beginner Orientation	<u>2</u>	<u>3</u>
<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>
<u>11</u>	<u>12</u> Beginner Orientation	<u>13</u> Transfer Orientation	<u>14</u> Beginner Orientation	<u>15</u> Beginner Orientation	<u>16</u>	<u>17</u>
<u>18</u>	<u>19</u> Beginner Orientation	<u>20</u> Transfer Orientation	<u>21</u> Beginner Orientation	<u>22</u> Beginner Orientation	<u>23</u>	<u>24</u>
<u>25</u>	<u>26</u> Beginner Orientation	<u>27</u> Transfer Orientation	<u>28</u> Beginner Orientation	<u>29</u> Beginner Orientation	<u>30</u>	<u>31</u>
<u>1</u>	<u>2</u> Beginner Orientation	<u>3</u> Transfer Orientation	<u>4</u>	<u>5</u> Beginner Orientation	<u>6</u>	<u>7</u>