

Director of Registration

Responsibilities & Qualifications

* Attend ALL training sessions
* Have attended Javelina Camp previously
* Serve as a role model of the university
* Maintain a positive attitude and use effective communication techniques
* Good academic standing, with minimum GPA of 2.5 (grades will be checked)
* Keep records of student registration, cancellations and refunds
* Check camp email on daily basis
* Execute day one registration
* Assign campers to packs, buses and cabins
* Create nametags for camp staff and campers
* Main contact during summer
* Promote camp at Parent Orientation and department fair
* Coordinate volunteers for evening activities at freshman orientation
* Coordinate a call day to call campers to confirm their attendance
* Ability to work effectively with a diverse group of people
* Demonstrate desire to learn about the university’s community, programs, policies, and procedures
* Responsibility & willing to assist others
* Must be available all summer

**\*\*\*** Work as a student worker during the summer at the Javelina Student Engagement Center\*\*\*

**PLEASE ATTACH LIST OF CAMPUS INVOLVEMENT, LEADERSHIP SKILLS AND AWARDS**

**Due September 27th, 2019 by 5pm**

**TURN IN AT THE JAVELINA STUDENT ENGAGEMENT CENTER OR VIA EMAIL JavelinaCamp@tamuk.edu**

*\*\*Can apply for multiple positions, but NO MORE than two director positions\*\**

For more information contact Erin McClure at 361-593-2760

Javelina Camp

Executive Board Application

Applications Due By September 27th

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  K#:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State:\_\_\_

Cell Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Classification: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Expected Graduation Date:\_\_\_\_\_\_\_\_\_\_\_\_

Major: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cumulative GPA: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you a returning Director, Pack Leader, Set-Up Crew or Camper?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If not selected, would you be interested in another position? Y or N (please circle)

If so, which position out of Pack Leader or Set-Up Crew? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If you are a member of a Greek letter organization, will you agree to disaffiliate? Y or N

Application Agreement

I understand that if I am selected as Javelina Camp Staff member, I am being chosen from a large pool of applications and that Javelina Camp is counting on me to show a great deal of Javelina Spirit and committment to the new students.

By signing and submitting this application, I agree to the Javelina Camp standards and objectives outlined in the application. I also authorize the Advisor(s) to check my grades each semester that I participate in Javelina Camp. I also agree to accept possible dismissal from Javelina Camp for having more than **three unexcused absences,** failing to comply with any of Javelina Camp requirements and responsibilities as stated in this application or failing to represent and uphold the reputation of Javelina Camp.

Javelina Camp is committed to enhancing the awareness of diversity and inclusion at Texas A&M University-Kingsville. Discrimination and/or harassment based on age, gender, disabilities, national origin, race, religion, sexual orientation, or any other subgroup with the university community is unacceptable to this organization. This can be the basis for immediate termination.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Answer the following questions. Answers must be typed and be no more than 2 pages. Attach responses to your application.

1. What attracts you to the Javelina Camp freshman program?
2. What can you contribute to the position that you are applying for?
3. Why do you want to be a director of Javelina Camp?