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**RUTGERS iJOBS PHASE 2 APPLICATION 2025**   
The following application form is to be completed for consideration of admission to   
Phase 2 of the Rutgers University iJOBS Program.   
The completed application with associated required material must be combined into a single pdf and emailed to Tina Marottoli (tina.marottoli@rutgers.edu) by May 1, 2025.   
The required letter of recommendation is to be mailed to Tina Marottoli directly.  
Please note that an interview may be requested for applicants in May.

**I. BIOGRAPHICAL INFORMATION**

|  |  |  |  |
| --- | --- | --- | --- |
| First Name: | | Last Name: | |
|  | |  | |
| Date of Birth (mm/dd/yyyy): | |  | |
|  | Address:  Street Address:  City:       State:       Zip Code: | | |
| University Email: | | | Personal Email: |
| Cell Phone: | | | |

**II. CAREER PLANS**

Based upon your exposure to various career options through iJOBS programming and elswhere, what career path(s) are you currently considering? Please be as specific as possible and explain the type of professional that you would like to shadow.

**III. ACADEMIC INFORMATION AND SUPPORTING DOCUMENTS**

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| --- | --- |
| Graduate students must have successfully completed proposition qualifying exam or have a date for exam scheduled to apply to Phase 2. Please indicate date of proposition qualifying exam. | Approximate anticipated thesis defense or postdoc completion date: |
| **Unofficial transcript:** If you a graduate student, attachyour unofficial transcript.Note that graduate students must be in good academic standing (GPA > 3.0) to apply. If you are a postdoctoral fellow, the transcript is not required, but you are welcome to submit one from your graduate school institution if desired. | |
| **CV/Resume**: Submit your CV/Resume outlining your education, research experience, employment, professional organizations, honors/awards, teaching experience, fellowships/grants, publications, presentations, and activities/service. | |
| **Personal statement**: Submit a personal statement (~1 page) that addresses at least these questions:  1) What is your interest in participating in iJOBS Phase 2?  2) Describe your iJOBS training experience thus far. Note that 12 hours of iJOBS Phase 1 activities are expected for Phase 2 applicants.  3) If you know your ultimate career goal, please describe it. Alternatively, if you do not know your ultimate career goal, what options do you want to explore?  4) Describe the skills, abilities and perspective that you hope to gain with continued participation in the iJOBS Program.  5) Describe the qualities and experience that you bring to the iJOBS Program and ways in which you can participate in its successful implementation.  Please note that an interview may be requested for applicants in May. | |
| **Signed note on letterhead from your PI:** In order for students and postdocs to participate in iJOBS Phase 2, we require permission from their PI. Note that the mandatory Phase 2 commitment includes an average of 9 hours of shadowing per month, one 3 credit course over the academic year, and active participation with one’s assigned program mentor. Please ask your PI to send a signed note on letterhead indicating that he/she understands the program expectations and gives permission for you to participate in Phase 2 of the program**.** | |

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| --- |
| **Letter of Recommendation:** One letter of recommendation is required from your PI or another faculty member with whom you have a long-standing professional relationship. The letter should describe your work ethic, independence, zest for learning, academic/professional acuity, personal qualities as well as your recommender's perspective regarding your future plans and potential. The letter must be submitted in pdf format by the faculty member directly to Tina Marottoli (tina.marottoli@rutgers.edu) by May 1, 2025 at 5:00PM. |
| I have requested the letter of recommendation and informed him/her of the expected content and due date. |
| Name and email of person asked to submit the letter of recommendation: |

We have designed the iJOBS program to be as flexible as possible. Therefore, there are very few required components, and a Phase 2 trainee can participate in as many, or as few, events as they would like. If a trainee would like to obtain a certificate of completion for the iJOBS program, the following are required:

1) At least 12 hours of participation in Phase 1 activities  
2) Participation in the SciPhD Leadership and Business Skills for Scientists Workshop  
3) At least 72hr of shadowing for the year. Timing is flexible (e.g.1 day/month, a week at a time, or other schedule)  
4) One 3 credit course in the trainee’s chosen career track. This may be Fall or Spring depending on class.  
5) Individual Development Plans submitted annually and active participation in mentoring meetings  
6) As an iJOBS alumni, give back to the program by acting as industrial partners and mentors to future trainees.

I understand and agree to the terms listed above.

**IV. TERMS OF PARTICIPATION IN iJOBS PHASES 2 AND BEYOND**