

# The Mayoral Fellows Program in City Government

## *Overview*

The Mayoral Fellows Program offers post-baccalaureate students the opportunity to serve in New Orleans city government while helping to create a cadre of potential leaders for our community. It contributes to the administration's overall goal of achieving and maintaining excellence in public sector leadership. Through a competitive application process, students are encouraged to present their brightest and most innovative ideas, then to apply their knowledge and skills in a real life setting.

Students qualify as Junior Fellows if they have earned a bachelor's degree and have been accepted in or recently entered a graduate/professional school. Students qualify as Senior Fellows if they are well-advanced in or have completed their graduate/professional program.

The ten-month program gives the Fellows an opportunity to explore their ideas about a career in government. They can experience the challenges and opportunities of city government first hand while working on specific projects and proposals to help departments reach their goals. The Fellows Program combines full-time employment in city government with professional development components in public administration, local government issues, networking, and career advancement. Each Fellow will be placed in one of the major divisions, agencies or branches of city government for the first half of the year, and then transferred to a second to ensure a more varied experience. Senior Fellows will have the option of remaining in a placement appropriate to his or her field.

The Fellows Program is a ten month program beginning August 10, 2009 and ending June 4, 2010. Over 10 months, Fellows are paid a salary of \$25,500 plus receive pension and health benefits.

## *Eligibility and Application Information*

Any post-baccalaureate student interested in pursuing a career in city government is encouraged to apply regardless of major or previous fields of training. Employees of the City of New Orleans are not eligible. By August 10, 2009, **applicants** must meet the following requirements:

- \* U.S. Citizen
- \* Resident of Orleans Parish OR graduate of a high school or college in Orleans Parish
- \* Bachelor's degree AND admission to, enrollment in or completion of an accredited graduate or professional program
- \* Prepared to participate in the program on a full-time basis from August 10 to June 4

The application deadline is Monday, April 6, 2009. Selected finalists will be invited to interviews sometime during the last 2 weeks of April. Final selections will be announced by May 15, 2009. The Fellows Program begins on Monday, August 10, 2009. **Chosen Fellows** are encouraged but not required to establish domicile in the City of New Orleans during the period of employment.

The City of New Orleans does not discriminate on the basis of race, color, religion, national origin, gender, age, physical or mental disability, sexual orientation, gender identification, creed, culture, or ancestry.

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## *Focus Areas*

The Fellows Program offers many potential areas for placement. Each Fellow will be placed by the coordinator in two areas. Senior Fellows may choose to remain in one area related to their field.

**Some** of the possibilities are:

### **Chief Administrative Office**

### **City Council Offices**

### **City Planning**

### **Communications**

### **Economic Development**

Arts & Entertainment

Business Retention & Attraction

International Trade & Development

### **Finance**

### **Health**

### **Homeland Security & Public Safety**

Criminal Justice

Emergency Preparedness

### **Housing**

### **Intergovernmental Relations**

### **Law**

### **Recovery and Development Administration**

### **Technology**

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**APPLICATION FORM 2009-2010**

Please type all responses. Answer all questions fully and accurately. Sign and date the application as indicated at the end of Section VI. Secure the pages of your application with a paper clip or binder clip. Do not bind or use a special binder or folder. Please mail or drop off complete application to Selection Committee, Mayoral Fellows Program, c/o Julie Schwam Harris, Suite 2E04 City Hall, 1300 Perdido Street, New Orleans, LA 70112. For information, email Julie Schwam Harris at [Julie.Harris@mayorofno.com](mailto:Julie.Harris@mayorofno.com) or call 504-658-4961. **Application Deadline: Monday, April 6, 2009.**

**SECTION I: Personal Data**

Name	Last	First	Middle
Address	Street	City, State	ZIP
Home Phone	Work Phone		
Fax Number	Email		

Select One: Junior or Senior Fellow Status Request

**SECTION II: Resume**

Attach a current resume with your application. This resume should include education, school, community, and professional activities; awards and recognitions; and work experience (paid and unpaid). Include names of the organizations, titles of your positions or types of involvement, and dates of participation.

**SECTION III: Transcripts**

Include official transcripts for **ALL** your college work with this application. The transcript should be in a signed sealed envelope from the Registrar and included in the application packet. *Only one copy of the official transcript is necessary.*

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**SECTION IV: Essays**

To qualify as a Junior Fellow, you should have earned a bachelor's degree and have been accepted in or recently entered a graduate school by August 10, 2009. Junior Fellows should respond to essays 1 and 3.

To qualify as a Senior Fellow, you should be well-advanced in or have completed your graduate program by August 10, 2009. Senior Fellows should respond to essays 2 and 3.

Please type and double space. Include your name and the item at the top of each page.

**1. Junior Fellows – Personal Goals Statement**

On a separate paper headed "Personal Goals Statement," write an essay of no more than 1000 words describing what you hope to achieve in the Fellows Program, and how exposure to any two of the potential program placement areas of city government will further your academic, professional, and personal goals. (Please note that your placement might be in other areas.)

**2. Senior Fellows – Research Proposal**

Choose one of the potential focus areas. On a separate paper headed "Research Proposal," write an essay of no more than 1000 words describing how participating in the Fellows Program will aid you in completing research addressing a significant public policy question in that area of government. Describe the goals of your research, how your research might be applied, and what you bring to the Fellows Program. (Please note that your placement will involve duties in addition to your research.)

**3. All Applicants**

On a separate paper in no more than 500 words, express to the Mayor your policy recommendations on an issue facing the City of New Orleans. State why this issue is important and give reasons why the Mayor should support your recommendations.

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**SECTION V: References**

List below the names and contact information for the three academic or professional references whose statements accompany this application. (See attached form.) At least one reference must be academic. Duplicate the Applicant Recommendation Form at the end of this application and present it to individuals who can assess your skills, experience, and potential. Have each individual return the letter of reference to you in a sealed envelope with their signature across the seal. All letters should be returned with this application.

1. _____ Name Phone	2. _____ Name Phone
_____	_____
Title, Affiliation	Title, Affiliation
_____	_____
Address	Address
_____	_____
City, State, Zip	City, State, Zip
3. _____ Name Phone	
_____	
Title, Affiliation	
_____	
Address	
_____	
City, State, Zip	

**SECTION VI: Declarations**

I certify that as of August 10, 2009, I will have been accepted to, enrolled in or have completed the graduate/professional program in

\_\_\_\_\_ at \_\_\_\_\_  
Area of Study University or College

I certify that all of the statements in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I understand that misrepresentation will be cause for denial of acceptance or removal from the Fellows Program. I further understand that any and all items contained herein may be reviewed by the Selection Committee, and if I become a finalist, I will be subject to pre-employment screening and background check, and any domicile requirements for employees of the City of New Orleans.

\_\_\_\_\_ (Signature in ink) \_\_\_\_\_ (Date)

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**APPLICATION FORM 2009-2010**

**SECTION VII: Application Checklist**

- \_\_\_\_\_ Application Form
- \_\_\_\_\_ Resume
- \_\_\_\_\_ 3 References (in sealed envelopes)
- \_\_\_\_\_ Transcript (one official copy in sealed signed envelopes)
- \_\_\_\_\_ Essays

**Application Deadline:            Monday, April 6, 2009**

Application must be complete and post-marked on or before this date to be accepted. Do not fax any portion of application.

**Address application to:**

Selection Committee  
Mayoral Fellows Program  
c/o Julie Schwam Harris  
Suite 2E04, City Hall  
1300 Perdido Street  
New Orleans, LA 70112

**For information:**

Email: [Julie.Harris@mayorofno.com](mailto:Julie.Harris@mayorofno.com)

or call

Julie Schwam Harris  
504-658-4961

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APPLICANT RECOMMENDATION FORM  
(reproduce this page as needed)

TO: \_\_\_\_\_  
(Individual making recommendation)

FROM: Selection Committee for the Mayoral Fellows Program

RE: \_\_\_\_\_  
(Applicant's Name)

The above individual asks that you write a letter of recommendation as part of the application for the Mayoral Fellows Program in City Government. You will be helping the Selection Committee to identify students who will participate in this program for post-baccalaureate and graduate students who are residents of Orleans Parish, or who are graduates of a high school, college or university in Orleans Parish.

Please return your signed letter to the applicant in a sealed envelope, signing your name across the seal. The application deadline is April 6, 2009. On your organization's letterhead, please address as many of the following items as possible:

- \* Length of time you have known the applicant
- \* Your relationship to the applicant
- \* Strong points, weak points
- \* Leadership ability
- \* Written and oral communication skills
- \* Time management skills
- \* Interaction with co-workers/students
- \* Interaction with supervisors/teachers
- \* Applicant's academic and professional goals
- \* Community orientation, civic involvement
- \* Understanding and interest in public affairs

Thank you for your assistance.