

**The Mayoral Fellows Program
in
City Government**



**Application
2010-2011**

**C. Ray Nagin
Mayor**

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 9, 2010 and ending June 3, 2011. Over 10 months, Fellows are paid a salary of \$30,000 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 9, 2010, **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 9 to June 3

The application deadline is Monday, April 5, 2010. Selected finalists will be invited to interviews sometime during the last 2 weeks of April. Final selections will be announced by April 30, 2010. The Fellows Program begins on Monday, August 9, 2010. 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

Technology

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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 Roy Williams at hrwilliams@mayorofno.com or call 504-658-4926 or Julie Schwam Harris at jharris@mayorofno.com or call 504-658-4961. **Application Deadline: Monday, April 5, 2010.**

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 – undergraduate and graduate. The transcript(s) 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 9, 2010. 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 9, 2010. 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 _____ Title, Affiliation _____ Address _____ City, State, Zip	2. _____ Name Phone _____ Title, Affiliation _____ Address _____ City, State, Zip
3. _____ Name Phone _____ Title, Affiliation _____ Address _____ City, State, Zip	

SECTION VI: Declarations

I certify that as of August 9, 2010, 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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SECTION VII: Application Checklist

- _____ Application Form
- _____ Resume
- _____ 3 References (in sealed envelopes)
- _____ Transcripts for all college work (one official copy in sealed signed envelopes)
- _____ Essays

Application Deadline: Monday, April 5, 2010

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

hrwilliams@mayorofno.com

or call

Julie Schwam Harris
504-658-4961

Roy Williams
504-658-4926

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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 5, 2010. 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.