



Citywide Administrative Services

THE NEW YORK CITY URBAN FELLOWS PROGRAM

Dedicated to the memory of Robert F. Wagner, Jr.

2013-2014

City of New York Department of Citywide Administrative Services

THE NEW YORK CITY URBAN FELLOWS PROGRAM introduces America's finest college graduates to local government and public service. The program was initiated in 1969, with the hope of offering aspiring public policymakers the opportunity to grapple firsthand with contemporary urban issues. Because of its enormous success in recruiting some of the brightest and most dedicated individuals to public service, the Urban Fellows Program is dedicated to the memory of one of New York City's most celebrated public servants, Robert F. Wagner Jr. In accordance with the legacy of Mr. Wagner, the Urban Fellows Program continues to encourage the most gifted individuals to devote their talents to a better society through better government.

The rigorous nine month program combines full-time employment in City government with a comprehensive seminar series exploring the mechanics of local government while analyzing important issues facing the City. From the budget process to agency operations, low income housing to affordable health care and education to economic development, the Fellows come to appreciate the wide range of challenges in New York City government.

The nine month Fellowship begins September 3, 2013 and ends May 10, 2014. Fellows are paid a taxable stipend of \$30,000. Housing is not included. The unique opportunity to work with current decision makers and assist in the implementation of public policy distinguishes the Urban Fellows Program as the premier training program in government. Alumni are consistently found in leadership positions throughout government, as well as the private and non-profit sectors. We welcome your application to the New York Urban Fellows Program and wish you good luck in the selection process.

ELIGIBILITY AND APPLICATION INFORMATION

All students who are interested in pursuing a career in urban government are encouraged to apply regardless of academic major or previous fields of training. To be eligible for consideration, individuals must meet the following requirements at the beginning of the program year in September 2013.

- Applicants must be recent college graduates, no more than two full years out of college. To be eligible, your Bachelor's degree must have been granted between Spring 2011 and Spring 2013.
- Applicants must be prepared to participate in the program on a full-time basis for one academic year.
- For all questions about the program or application
Email: urbanfellows@dcas.nyc.gov
- For submitting applications only
Email: UFapplication@dcas.nyc.gov

2013-2014 APPLICATION TIMELINE

| | |
|--------------------------|---|
| January 4, 2013 | Application emailed to Fellowship Office by 5:00 p.m. |
| Mid-Late February 2013 | Applicants receive email notification regarding their application status. |
| March 11-15, 2013 | Finalist interviews are held in New York City. |
| First Week In April 2013 | All Applicants will be notified of their interview status. |

Part I: Applicant Summary

Name: Mr. / Ms. Last _____ First _____ MI _____

Address: _____

City _____ State _____ Zip Code _____

Telephone Number: () _____ **E-mail Address:** _____

Alternate Number: () _____

Education: List college(s) currently and previously attended, starting with most recent:

| College | Major | Degree | Date Awarded or Expected |
|---------|-------|--------|--------------------------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

Are you a United States Citizen? Yes No **or Permanent Resident?** Yes No

Date of Birth (Optional): ____/____/____

How did you learn about the program? _____

- Race/ Ethnicity (Optional):**
- White (not of Hispanic origin)**
 - Black (not of Hispanic origin)**
 - Hispanic**
 - Asian or Pacific Islander**
 - American Indian or Alaskan Native**
 - Other** _____

Part II: References

Please list three professional references. At least one recommender must be a former supervisor. The recommender should be able to assess your personal initiative, motivation, and suitability for a fellowship in the public sector. Ask your recommenders to submit their confidential letter of recommendation on official letter head to: UFApplication@dcas.nyc.gov as an attached word document. Letters written in the body of the email will not be accepted. Please advise your recommender to put YOUR name in the subject line of the email and make sure they are aware of the firm **January 4th, 5:00 p.m.** deadline. **NOTE: It is YOUR responsibility to make sure the recommendation letters are emailed on time. If the recommendation letters do not arrive before the deadline your application will not be reviewed, even if all other components of your application were submitted.**

1. Name _____ **Telephone** () _____

2. Name _____ **Telephone** () _____

3. Name _____ **Telephone** () _____

Instructions for Submitting Your Application

Applications are submitted to us in one email, with all required documents attached. Each attached Word Document must be saved with your name in the title. (your name Resume; your name Transcript etc.) Only complete applications are accepted. Incomplete or late applications are automatically disqualified. These instructions will guide you to submitting what is required:

STEP 1 Complete the Application Form and save as a Word document. Save and name as indicated above.

STEP 2 Prepare the following documents.
Save as instructed so that you can attach these to your application email.

- **Transcript:** Submit an unofficial transcript for all colleges attended, reflecting the most recent semester's work.
Note: If offered the Fellowship, an official transcript and proof of graduation will be required.
- **Resume:** You are required to attach a one-page resume. Please be sure that this resume accurately reflects your recent work experience (paid and unpaid) and any school or community activities. Include the name of all organizations, the title of your position and the dates of participation.
- **Two Essays:** Both essays must have your name on each page:
 - **Personal Statement:**
In an essay, not to exceed **750** words, please describe your reasons for applying to the Urban Fellows Program. We are interested in finding out what you can contribute and gain from the fellowship experience. The objective of this essay is to provide us with a better understanding of you and your interest in public service as well as how you will relate to the Urban Fellows community. You may want to draw upon past experiences in leadership, community service, team efforts, etc. that have significantly impacted your career goals. Do not recount your resume.
 - **Policy Recommendation:**
In an essay, not to exceed **1000** words, identify and discuss one critical policy issue that you feel strongly about. Write a policy proposal that explains why this issue is important, how it impacts the lives of New Yorkers, and how you think this policy should be implemented. Include both sides of the issue and convince us that your ideas will provide the best improvement on existing programs or policies.
If you exceed the specified word limit your application will not be reviewed.

STEP 3 Send one email that includes your application form and all other required documents to:
UFApplication@dcas.nyc.gov with only your name in the subject line of the email.

STEP 4 You will receive a confirmation email indicating that your application has been received. You will not have another opportunity to submit supplemental documents. The next time you will hear from our office is after the review committee completes their selection of those to be invited to interview. All candidates will be notified by email.

**Email Completed Applications to:
UFApplication@dcas.nyc.gov**

**APPLICATION DEADLINE is Friday,
January 4, 2013 - no later than 5:00 p.m.
www.nyc.gov/fellowships**