

# CHICAGO MAYOR'S OFFICE FELLOWSHIP

SUMMER 2019



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# LETTER FROM THE MAYOR



Dear Prospective Fellows:

Working in local government can be an immense challenge, requiring the dedication and hard work of the most talented individuals and leaders. However, it can also yield meaningful rewards.

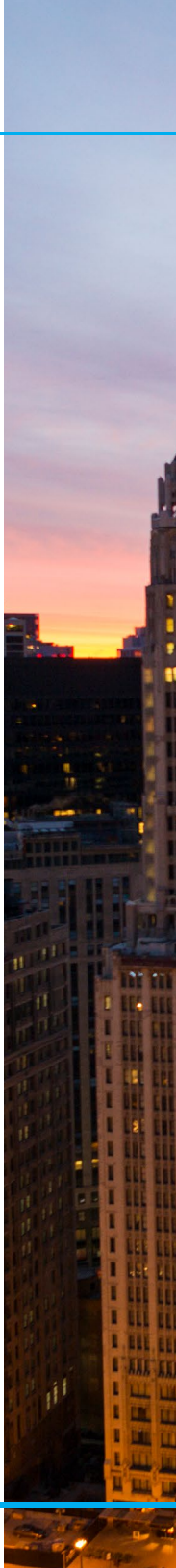
This is a new era in the City of Chicago. It is time to take on the challenges that threaten the very future of our city; the quality of our schools, the safety of our streets, the cost and effectiveness of city government and the urgent need to create and keep the jobs of the future right here in Chicago. While we are not the first government to face these tough issues, it is my sincere hope that we become the first to solve them. As a Mayoral Fellow, you will be instrumental in helping us find the solutions to these pressing issues, working in one of the world's greatest cities with some of the brightest minds in local government.

The City of Chicago is committed to attracting the most gifted students and leaders of today, and cultivating them for promising careers in public service. Some of the nation's most exceptional students and professionals have participated as Mayoral Fellows, and we hope that you will consider joining us this summer.

Sincerely,

A handwritten signature in black ink that reads "Rahm Emanuel". The signature is fluid and cursive.

Mayor



# WHY BE A FELLOW? □

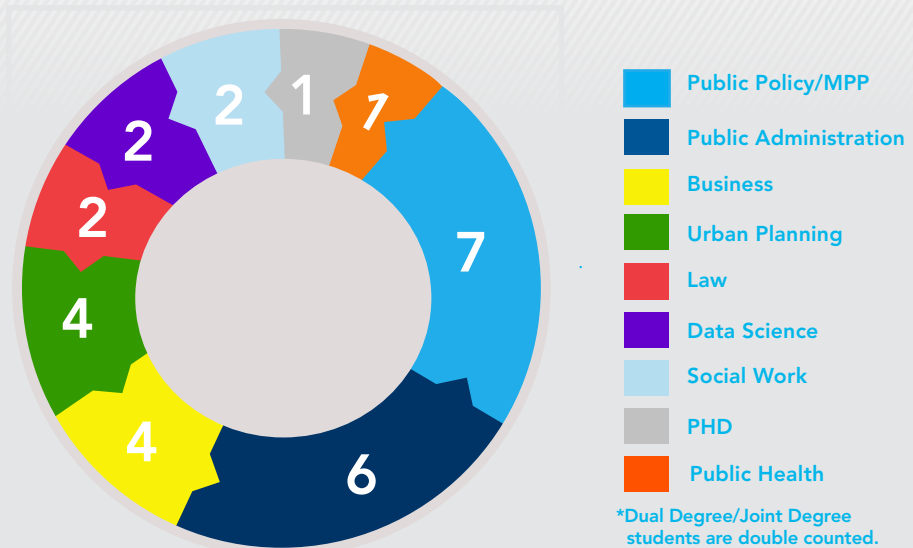
Working at the Chicago Mayor's Office gives graduate level students from all academic disciplines the opportunity to collaborate with passionate and dedicated public servants who are committed to improving the lives of Chicagoans. Fellows have the opportunity to engage with the Mayor's senior staff to find innovative solutions to our most pressing policy challenges. If you are devoted to public service and enjoy finding solutions to complex challenges, we invite you to apply to join the 2019 Mayor's Office Fellowship Program in one of the greatest cities of America.





The Chicago Mayor's Office Fellowship Program offers a unique opportunity for students to engage in policy making from inception to implementation. The Fellowship Program is highly-regarded as a leader in municipal fellowship programs. Over the last 14 years, the City of Chicago's Mayor's Office Fellowship Program has attracted highly qualified graduate level students from universities across the country. Fellows gain hands-on experience working directly with the Mayor's Office staff in budgetary, legislative and programmatic areas of city government. Fellows gain a broad understanding of city-level policy making and have an opportunity to connect what they are learning in the classroom to real world challenges.

The 25 members of the 2018 Mayor's Office Fellowship came from a diverse set of academic and geographic backgrounds.





## PROJECTS

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The 2018 Mayor's Office Fellows completed over 100 long-term and short-term projects over the course of the 11- week program. These projects were instrumental in driving the City's policy agenda forward. Projects included but were not limited to, work on the following policy areas:

### Work done by 2018 Fellows:

- ★ Explored new hiring approaches for the Chicago Police Department
- ★ Proposed recommendations for the City Colleges' Star Scholarship
- ★ Developed Chicago's Resilience Strategy
- ★ Evaluated proposed affordable housing ordinances
- ★ Wrote speeches for Mayor Emanuel
- ★ Advanced public engagement strategy for the Office of New Americans
- ★ Analyzed performance of new bike share pilot program

## LEARNING ABOUT THE CITY OF CHICAGO

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- ★ Fellows will gain an understanding of the work and mission of other City Departments through weekly tours and presentations
- ★ Interact with and attend weekly meetings with Commissioners, Aldermen, experts in a variety of policy areas as well as senior-level staff
- ★ Attend press conferences, City Council meetings and hearings, staff meetings and strategic planning sessions

# DAY IN THE LIFE

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## Example Fellow Schedule:

While the daily schedule of each Mayoral Fellow varies day to day, below is an example of what you can expect in a typical day:

**9 am:** Phone call with NYPD homicide detective

**10 am:** Mayoral Fellows Speaker Series – City Treasurer Kurt Summers

**11 am:** Coffee with senior staff member

**12 pm:** Meet with Higher Education team to discuss a new project

**1 pm:** Lunch on the Chicago Riverwalk with other fellows

**2 pm:** Collaborate with another Fellow on a data analysis project

**3 pm:** Prep for upcoming presentation

**4 pm:** Present drug policy research memo to Deputy Policy Director

**5 pm:** Happy Hour with other Fellows



# NEW IDEAS

Through the New Ideas process, Fellows have the opportunity to focus on developing innovative policy solutions in some of the policy areas that they are most passionate about. Fellows can work individually or in small groups to develop their New Ideas and additionally, will work as a team to design, edit and produce a New Ideas book that is shared with the Mayor's Office staff. A small number of New Ideas are selected to present to the entire Mayor's Office staff at the New Ideas Forum in August.



" WE DESIGNED THIS PROGRAM TO OFFER **SUBSTANTIVE KNOWLEDGE FOR TOMORROW'S LEADERS** IN ADDRESSING THE WIDE-RANGING NEEDS AND ISSUES FOR A LARGE METROPOLITAN AREA.

YOU WILL SEE WHAT WORKS AND WHAT DOES NOT WORK AND, MOST IMPORTANTLY, BECOME **A FUNDAMENTAL VOICE IN FIGURING OUT WHY.** "

- MAYOR RAHM EMANUEL





# ELIGIBILITY CRITERIA

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The Mayor's Office encourages graduate students from all disciplines to apply.

## Ideal Candidates:

- ★ Are enthusiastic to learn about city government
- ★ Have demonstrated a substantial commitment to excellence as evidenced by academic honors, leadership ability, extracurricular activities, and involvement in community or public service
- ★ Embody strong personal character and conviction

Candidates are selected from both public and private colleges and universities.

## Candidates must:

- ★ Be current graduate level students
- ★ Have a cumulative GPA of at least a 3.0 on a 4.0 scale
- ★ Be a currently enrolled student at the time of employment to be eligible
- ★ Live in Chicago during the fellowship period

Program dates: **June 10 - August 23, 2019**

Compensation: **\$20/hour, 35 hours/week**. Fellows are not classified as full time employees. Relocation is at the applicant's expense.



# ELIGIBILITY CRITERIA CONTINUED

International Students must have an F1 Student Visa and must be a full time student in order to qualify. International students are required to have a social security number and card which states "Valid for work only with DHS (Department of Homeland Security) authorization". Your college or university can be of assistance in obtaining authorization.

Students who are Deferred Action Recipients are eligible to apply. You must provide your Employment Authorization Document at the time of hire. In addition, you must also have a social security card. If you do not have a social security card, you can obtain one by following the instructions at: [www.socialsecurity.gov/pubs/deferred\\_action.pdf](http://www.socialsecurity.gov/pubs/deferred_action.pdf).

Fellows are not classified as full-time employees of the City of Chicago. Residency in the city of Chicago is required to be established at the beginning of the Fellowship and last for the duration of the Fellowship Program. Relocation is at the applicant's expense. Fellows are paid at a rate of \$20 per hour.



# SELECTION PROCESS

Prospective Fellows must complete a two-step application process in order to be considered for the 2019 Mayor's Office Summer Fellowship Program.

## ★ Monday, September 10, 2018

Online application opens for Summer 2019. Application can be started at [cityofchicago.org/fellowship](http://cityofchicago.org/fellowship) (Applicants should be pre-pared to provide a cover letter, resume, letter of enrollment, transcript or letter of acceptance and a class schedule.)

## ★ Friday, November 9, 2018

Online application will close at 11:59:59 p.m. Applications will be screened for eligibility and qualifications. Applicants who have been selected for interviews will move on to the second step of the process.

## ★ Monday, December 3, 2018

Second round applicants will be required to submit a policy problem and a personal statement directly to the Mayor's Office. These documents are due to be postmarked no later than close of business on this date. Please visit [cityofchicago.org/fellowship](http://cityofchicago.org/fellowship) for further details on submitting supplemental documents.

## ★ Monday, December 10, 2018

Phone and in-person interviews begin. A final selection of Fellows will be made based on the results of the interview process.

## ★ February and March 2019

Offers extended to the 2019 Mayor's Office Fellowship Program.



**To begin the application process, please visit**

[cityofchicago.org/fellowship](http://cityofchicago.org/fellowship)

**For further information, please contact**

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