2016-17 Program and Selection Process Information

Overview

Established in 1989, and now in its 27th year, the Presidential Administrative Fellowship (PAF) program is a two-year commitment that benefits both the student and the university. The PAF program offers graduating GW undergraduates administrative experience within various offices at the university while also giving them the opportunity to pursue a master's degree, and the potential for a graduate certificate, in their chosen field. The PAF program combines classroom education, professional experiences, service opportunities, and ambassadorial interaction with faculty, staff, and alumni to provide an excellent learning experience in leadership and administration as a foundation for nearly any professional career path.

Unlike traditional graduate fellowships, the PAF program builds upon academic learning and faculty interaction with professional experience and ambassadorial involvement with university leadership, alumni, and friends to provide a well-rounded and rigorous experience. The leadership and professional skills gained through the PAF program are a solid foundation for nearly any future career path upon completion of the graduate degree. In return for this investment in the PAF program, the university receives a pool of highly motivated and talented students who work to advance the university from within offices across the institution.

Additionally, PAF alumni -- now numbering 131 -- continue this legacy of service to GW through leadership roles with the Board of Trustees, the GW Alumni Association, school and affinity advisory groups, and other activities.

Role and Expectations

PAFs are expected to work 20 hours per week in the university office in which they are placed (the placement) throughout the academic year (mid-August through mid-May) and, on average, five hours per week on PAF program duties and university and community ambassadorial and service activities. Summer placement work is optional, is not included in the base compensation, and such arrangements must be mutually agreed upon by the PAF and the placement site. PAFs will undertake the following roles during the
course of the fellowship:

1. Work as a graduate student staff member within a designated GW office (placement), learn the needs and characteristics of that office, and perform the projects and duties assigned under the guidance and mentorship of an experienced Preceptor (supervisor) and other staff members in the placement office.

2. Attend and actively participate in PAF weekly meetings, PAF program committee meetings, and related professional and academic development activities with fellow PAFs to advance the vision and mission of the PAF program and the university. PAF program committees include, but are not limited to, recruitment, selection, alumni relations, communication, service, professional development, fellowship, and academics.

3. Plan, manage, and balance professional (placement) responsibilities, full-time academic studies, service, university ambassadorship, and personal life.

4. Interact with GW students, staff, faculty, alumni, and friends. Discuss salient issues facing the university, solicit ideas and suggestions, and follow-up where possible with appropriate university offices and staff.

5. Fulfill ambassadorial roles, including serving on university committees, representing the university to internal and external constituencies, and participating in university events, as guided by the PAF Administrative Advisor and others on the PAF Advising Team (PAT).

6. Participate in service-related events in and around the university and the community.

7. Provide feedback regularly, openly, and in a constructive manner to the Preceptor(s), others in the placement office, other PAFs, and the PAF Advising Team.

8. Adhere to all university policies (including the university’s *Statement of Ethical Principles* and the *Code of Student Conduct*), GW Values, and PAF program guidelines, including satisfactory academic progress in the master’s degree program, satisfactory performance in the PAF placement and in the PAF program, confidentiality, and the expected number of hours to be spent working in the placement office and on PAF program activities.

The PAF placement and fellowship and ambassadorial activities, as described above, are the only work the PAF should undertake during the academic year (again, mid-August to mid-May). However, the PAF Advising Team will consider requests for additional work outside of GW during the academic year, paid or unpaid, on a case-by-case basis, and especially after the PAF has established a record of success in the placement, master’s degree program, and within the PAF program fellowship and ambassadorial activities.
Compensation and Benefits

In return for their commitment to the university, PAFs are currently provided with:

- **GW Tuition and Fees Grant**: A grant covering up to 42 required credit hours of academic study and required fees for full-time study (does not include books and supplies) in a GW master’s degree program. PAFs will have the opportunity to appeal for coverage of additional tuition and required fees if the master’s degree program requires more than 42 credit hours to graduate, such as for a graduate certificate in addition to the master’s degree. This grant will cover the cost of GW tuition associated with up to one study abroad offering during the appointment as a PAF that is a GW program or has a reciprocal agreement with GW (the PAF program cannot pay non-GW tuition). PAFs will be responsible for paying all other costs associated with the study abroad, including program fees, travel, lodging, food, incidentals, etc.

- **Graduate Salary and Stipend**: A graduate salary and stipend currently totaling $25,000, including a salary of $7,500 and a stipend of $17,500, for part-time work in the placement office during the academic year, defined as mid-August through mid-May, during the two-year appointment as a PAF. The salary and stipend will be paid in nine equal installments from August through April, with the stipend paid at the beginning of the month (beginning on or about August 1 and ending on or about April 1) and the salary paid at the end of the month (beginning on or about August 31 and ending on or about April 30). Taxes are withheld on the salary portion of the compensation, while they are not withheld on the stipend portion and will need to be paid by the PAF in accordance with their own personal financial circumstances. Summer placement work is optional, is not included in the base compensation (additional compensation is provided), and such arrangements must be mutually agreed upon by the PAF and the placement site.

- **Academic and Professional Development**: A set of professional development resources which allow PAFs to craft a unique experience tailored to their career goals and professional interests. These resources include:
  - Individual professional goal setting and performance reviews guided by the Preceptor and the PAF Advising Team;
  - Work done on a core set of professional competencies during weekly meetings, committee responsibilities, retreats, and day-to-day placement experiences;
  - A 180 Assessment combined with coaching from the PAF Professional Development Advisors during the second year in the program to identify and build areas of strength and improvement;
  - Participation in academic enhancement workshops guided by the PAF
Faculty Advisor with the goal of strengthening cross-disciplinary understanding and collaboration between all PAFs; and
o The opportunity to apply for a PAF Professional and Academic Development Fund grant to cover expenses related to a professional development or academic experience such as a conference, training, or summer internship.

- **GW Student Health Insurance Credit**: A credit to cover part of the GW Student Health Insurance Plan during the appointment as a PAF, as follows:
  
o International students: Unless a request is made and approved to waive the required plan, the PAF will be automatically enrolled and receive a credit on the GW student account of $750 for the fall semester and $750 for the spring semester once the Office of Graduate Assistantships and Fellowships verifies enrollment in the plan and status as a PAF.
  
o All other students: If choosing to enroll in the plan for the entire academic year the PAF will receive the credit as a supplemental $1,500 stipend check in October. Or, if choosing to enroll for only one semester as a time the PAF will receive the credit as a supplemental $750 stipend check for each semester enrolled, up to a total of $1,500. Either way, the stipend check(s) will be issued once the Office of Graduate Assistantships and Fellowships verifies enrollment in the plan and status as a PAF.

**Eligibility**

PAF applicants must meet certain criteria in order to be eligible. They must be undergraduate seniors graduating from GW in fall 2016 or spring 2017. Applicants must be in good academic and disciplinary standing with the university and have completed at least 60 credits in residence at GW and have a minimum 3.25 cumulative GW GPA by the end of the fall 2016 semester. Applicants must also be admitted into and starting in a GW master's degree program in fall 2017 before accepting the PAF opportunity.

Students completing combined 5-year bachelor’s/master’s degree programs are eligible for the PAF program so long as they are willing to fulfill the two-year, full-time PAF program commitment by extending the scheduled completion of their master’s degree program and/or pursuing a graduate certificate in addition to their master’s degree. However, Law (JD/LLM) and Medical School (MD) students are not eligible for the PAF program.
Selection Process

PAF applicants participate in a rigorous selection process to assess their suitability for and fit with the PAF program, as follows:

- Friday, October 14, 2016 at 11:59pm EDT: applications are due through GWork (job ID 851930) at http://gwork.gwu.edu or the appropriate school-based GWork entry portal (see below for additional guidance about using GWork).
- Friday, October 21, 2016 at 5pm EDT: two letters of recommendation are due according to the information specified in the application instructions included below.
- Thursday, November 3, 2016: all applicants are notified by e-mail of their initial status; those selected for further consideration for the PAF program receive additional time-sensitive instructions about the rest of the selection process.
- Tuesday, January 17, 2017: those applicants still under consideration for the PAF program submit proof of application to a GW graduate degree program and a third letter of recommendation from an individual who can speak to their character, according to instructions provided upon invitation to this round of the selection process.
- Late February: new PAFs notified.

A note about using GWork: PAF applicants are encouraged to log-in and explore GWork well before the PAF application deadline. Contact the Center for Career Services at (202) 994-6495 or gwcareercenter@gwu.edu with questions about logging into GWork. Basic profile information is automatically imported from the student's Banner account. As such, if any GWork profile information is misrepresented (i.e. the student is a dual major, but only the primary major is showing) contact the Registrar's office at (202) 994-4900 or registrar@gwu.edu.

Information Sessions

PAF applicants are strongly encouraged to attend one of the following PAF information sessions. At these sessions, current PAFs and a PAF Advising Team member will review timeline, selection process, and PAF program expectations. There will also be an opportunity for Q&A, and the sessions will provide helpful suggestions for the application process:

- Wednesday, September 14, 7-8pm, Marvin Center 402-404
- Monday, September 19, 5-6pm, Multicultural Student Services Center 201
- Tuesday, September 27, 7-8pm, Marvin Center 402-404
- Friday, September 30, 1-2pm, Marvin Center 402-404
- Thursday, October 6, 5-6pm, Multicultural Student Services Center 209
For More Information

Visit: http://paf.gwu.edu
E-mail: paf@gwu.edu
Facebook: http://www.facebook.com/gwpaf
Twitter: @gwpaf

Application Instructions

General Information

- Submit the application through GWork (job ID 851930) at http://gwork.gwu.edu or the appropriate school-based GWork entry portal all at once, as you cannot save and return to it.
- Submit the following information according to the instructions provided; failure to do so will result in an incomplete application that will not be considered.
- Applications are due by Friday, October 14, 2016 at 11:59pm EDT; late applications will not be accepted.
- Letters of recommendation are due by Friday, October 21, 2016 at 5pm EDT.
- Contact the PAF program at paf@gwu.edu with any questions. See the above guidance about using GWork.

Cover Page and Resume

- Upload the following information to the “Resume” section of the application in GWork as one Microsoft Word document (.doc or .docx) labeled “(Your Last Name) resume.” For example, if your name is George Washington, label the document “Washington resume”
  - Page 1: Please list the following information:
    - Full Name (first, middle, last, and any suffixes – Jr. etc)
    - Undergraduate major(s) at GW
    - Intended field(s) of graduate study at GW
    - Cumulative GW GPA
    - How did you first learn about PAF? List all that apply; note, this information will only be used to gauge the effectiveness of our promotional efforts.
      - PAF Website
      - PAF Facebook
      - PAF Twitter
      - PAF Recruitment Poster
      - PAF Palm Card
The following italicized statement, copied and pasted, with your initials, GWID, and e-mail address below the statement to indicate your agreement with it:

I hereby submit this application by Friday, October 14, 2016 at 11:59 pm EDT in partial fulfillment of GW’s Presidential Administrative Fellowship (PAF) application requirements. I certify that all information submitted towards my application is accurate and understand the PAF program may verify this information, including my academic and disciplinary standing with the university. I understand that all recommendations are due by Friday, October 21, 2016 at 5pm EDT. I understand that in order to be considered for the PAF program, I will need to meet the requirements of 60 credits completed at GW and a minimum 3.25 GPA at GW by the end of the fall 2016 semester and submit proof that I have applied to a GW master’s degree program by Tuesday, January 17, 2017.

Page 2: Please provide a current resume. Please limit your resume to one (1) page.

Essays

Upload your answers to the following three essay questions to the “Writing Sample” section of the application in GWork as one Microsoft Word document (.doc or .docx) labeled “(Your Last Name) essay.” For example, if your name is George Washington, label the document “Washington essay.”

You must answer all three essay questions in the same double-spaced document, beginning each answer in a new paragraph labeled “Essay Question # ____” and including a right header at the top of each page with “(Your Last Name), (Page Number), replacing (Your Last Name) with your actual last name and (Page Number) with the actual page numbers:

- Question 1: Tell us your story. Who are you? How has your undergraduate experience shaped who you are today? (550 words maximum)
- Question 2: Why do you want to continue your service to the university and/or community as a PAF? How will this fellowship, and the graduate program to which you are applying, help further your academic and professional goals? (350 words maximum)
• **Question 3**: As a part of the PAF program, you will have opportunities to interact formally and informally with senior GW administrators. You find yourself in an elevator with a senior administrator, who asks for your feedback on one thing GW could do to improve the student experience. Frame a response and propose a solution you could help to implement that you would offer before the senior administrator gets off the elevator. (300 words maximum)

**Possible Placements**

Upload your answer to the following question about possible placements to the “Other Documents” section of the application in GWork as one Microsoft Word document (.doc or .docx) labeled “(Your Last Name) placements.” For example, if your name is George Washington, label the document “Washington placements.”

• Describe two possible GW placements in which you would see yourself working as a PAF. For each placement, include the office(s) in which you would work and what you would do. (100 words maximum per placement description)

NOTE: You do not need to contact GW offices at this point to discuss the possible placements, the placements do not need to currently exist, and if selected as a PAF, you are not required to take the placements you described, nor is there any guarantee the possible placements will be available. Your responses will only be used to help the PAF selection committee understand your professional interests and how you would like to use them to advance the mission of the university. See https://paf.gwu.edu/host-departments for information on current and past PAF placements as additional background.

**Letters of Recommendation**

To reflect the core academic and professional development missions of the PAF program, submit two separate letters of recommendation:

• One from a member of the academic community
• One from someone who can speak to your professional skills (such as a current or previous supervisor)

A different person should submit each recommendation. Ideally, each recommendation should be submitted on the recommender’s letterhead, although if letterhead is not available or practical, the letter should include the recommender’s E-mail address and phone number. **Current PAFs and members of the PAF Advising Team are not eligible to provide letters of recommendation.**
Recommendations should be addressed to the “Presidential Administrative Fellowship Selection Committee”.

Recommendations are due by Friday, October 21, 2016 at 5pm EDT and can be submitted by any one of the following methods:

- E-mail: paf@gwu.edu (NOTE: preferred mode of submission)
- Fax: 202-994-1476
- Mail/In Person: Presidential Administrative Fellowship, The George Washington University; 2121 Eye Street, NW, Suite 401; Washington, DC 20052

Those who are selected to continue in the final round of the PAF selection process will be asked to submit a third letter of recommendation from an individual who can speak to their character, according to instructions provided upon invitation to this round of the selection process.

REMINDER

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