



# Presidential Administrative Fellowship

## **2017-18 Program and Selection Process Information**

### **Overview**

Established in 1989, and now in its 28th year, the [Presidential Fellowship program](#) (aka the PAF program) is a two-year commitment that benefits both the student and the university. The Presidential Fellowship program offers graduating GW undergraduates professional experience within various departments 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 Presidential Fellowship 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 Presidential Fellowship 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 Presidential Fellowship program are a solid foundation for nearly any future career path upon completion of the graduate degree. In return for this investment in the Presidential Fellowship 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, [Presidential Fellowship alumni](#) -- now numbering 135 -- 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.

### **Roles and Expectations**

Presidential Fellows are expected to work 20 hours per week in the university department in which they are placed (the placement) throughout the academic year (mid-August through mid-May) and, on average, five hours per week on Presidential Fellowship 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 Presidential Fellow and the placement site. Presidential Fellows will undertake the following roles during the course of the fellowship:

1. Work as a graduate student staff member within a designated GW department (placement), learn the needs and characteristics of that department, and perform the projects and duties assigned under the guidance and mentorship of an experienced Preceptor (supervisor) and other staff members in the placement department.
2. Attend and actively participate in Presidential Fellowship weekly meetings, committee meetings, and related professional and academic development activities (such as the Summer Training and Retreat and Spring Training) with fellow Presidential Fellows to advance the vision and mission of the program and the university. Presidential Fellowship program committees currently include, but are not limited to, recruitment and selection, community outreach, communications, and professional and academic development.
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 Presidential Fellowship Administrative Advisor and others on the Presidential Fellowship 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 Presidential Fellows, and the Presidential Fellowship 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 Presidential Fellowship program guidelines, including satisfactory academic progress in the master's degree program, satisfactory performance in the placement and in the Presidential Fellowship program, confidentiality, and the expected number of hours to be spent working in the placement office and on Presidential Fellowship program activities.

The Presidential Fellowship placement and fellowship and ambassadorial activities, as described above, are the only work the Presidential Fellow should undertake during the academic year (again, mid-August to mid-May). However, the Presidential Fellowship 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 Presidential Fellow has established a record of success in the placement, master's degree program, and within the program's fellowship and ambassadorial activities.

## **Compensation and Benefits**

In return for their commitment to the university, Presidential Fellows 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. In general, required tuition and fees are those that count towards the master's degree program and do not include those for LSPA courses, undergraduate-level courses and non-GW courses (except graduate-level courses in the DC Consortium that are required for the degree program), the voluntary library gift, and late fees (including those that result from dropping a course as of the first day of classes without replacing the course with an equivalent number of credits). Presidential Fellows 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 Presidential Fellow that is a GW program or has a reciprocal agreement with GW (the Presidential Fellowship program cannot pay non-GW tuition). Presidential Fellows will be responsible for paying all other costs associated with the study abroad, including program fees, travel, lodging, food, incidentals, etc., although may apply for support from the [Professional and Academic Development Fund](#) to assist with these costs.
- **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 Presidential Fellow. 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 Presidential Fellow in accordance with their own personal financial circumstances. Summer placement work is optional, is not included in the base compensation, and such arrangements must be mutually agreed upon by the Presidential Fellow and the placement site.

- **Academic and Professional Development:** A set of professional development resources which allow Presidential Fellows 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 Presidential Fellowship Advising Team;
  - Work done on a core set of professional development competencies during weekly meetings, committee responsibilities, day-to-day placement experiences, and other program activities;
  - A 180 Assessment combined with coaching from the Presidential Fellowship Professional Development Advisor during the second year in the program to identify and build areas of strength and improvement;
  - Participation in academic enhancement workshops guided by the Presidential Fellowship Faculty Advisor with the goal of strengthening cross-disciplinary understanding and collaboration between all Presidential Fellows; and
  - The opportunity to apply for support from the [Professional and Academic Development Fund](#) to cover expenses related to a professional development or academic experience such as a conference, training, summer internship, or study abroad program fees.
  
- **GW Student Health Insurance Credit:** A credit to cover part of the GW Student Health Insurance Plan during the appointment as a Presidential Fellow, as follows:
  - International students: Unless a request is made and approved to waive the required plan, the Presidential Fellow 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 Presidential Fellow.
  - All other students: If choosing to enroll in the plan for the entire academic year the Presidential Fellow 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 Presidential Fellow 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 Presidential Fellow.

## **Eligibility**

GW students must meet certain criteria in order to be eligible to apply for the Presidential Fellowship. They must be undergraduate seniors graduating from GW in the fall 2017 or spring 2018 semester. Applicants must be in good academic and disciplinary standing with the university and have completed at least 55 credits in residence at GW and have a minimum 3.25 cumulative GW GPA by the end of the fall 2017 semester. Applicants must also be admitted into and starting in a GW master's degree program in fall 2018 before accepting the Presidential Fellowship opportunity.

Students completing combined 5-year bachelor's/master's degree programs are eligible for the Presidential Fellowship program so long as they are willing to fulfill the two-year, full-time Presidential Fellowship 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 Presidential Fellowship program.

## **Selection Process**

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

- Monday, October 23, 2017 at 11:59pm EDT: applications are due through Handshake (job number 996370) at <https://gwu.joinhandshake.com> (see below for additional guidance about using Handshake).
- Friday, October 27, 2017 at 12pm EDT: two letters of recommendation are due according to the information specified in the application instructions included below.
- Thursday, November 9, 2017: all applicants are notified by email of their initial status; those selected for further consideration for the Presidential Fellowship program receive additional, time-sensitive instructions about the rest of the selection process.
- Tuesday, January 16, 2018: those applicants still under consideration for the Presidential Fellowship 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 2018: new Presidential Fellows notified.

A note about using Handshake: Presidential Fellowship applicants are encouraged to log-in and explore Handshake well before the Presidential Fellowship application deadline. Contact the Center for Career Services at (202) 994-6495 or [handshakehelp@gwu.edu](mailto:handshakehelp@gwu.edu) with questions about logging into Handshake. Basic profile information is automatically imported from the student's Banner account. As such, if any Handshake 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](mailto:registrar@gwu.edu).

## **Information Sessions**

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

- Wednesday, September 13, 7pm, Multicultural Student Services Center 209
- Monday, September 18, 5pm, Marvin Center 311
- Tuesday, September 26, 7pm, Marvin Center 311
- Thursday, October 5, 5pm, District House B207
- Friday, October 13, 1pm, Multicultural Student Services Center 209

## **For More Information**

Visit:

<http://paf.gwu.edu>

E-mail: [paf@gwu.edu](mailto:paf@gwu.edu)

Facebook: <http://www.facebook.com/gwpaf>

Twitter: [@gwpaf](https://twitter.com/gwpaf)

## **Application Instructions**

### **General Information**

- Submit the application through Handshake (job number 996370) at <https://gwu.joinhandshake.com> 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 Monday, October 23, 2017 at 11:59pm EDT; late applications will not be accepted.
- Letters of recommendation are due by Friday, October 27, 2017 at 12pm EDT.

- Contact the Presidential Fellowship program at [paf@gwu.edu](mailto:paf@gwu.edu) with any questions. See the above guidance about using Handshake.

## Cover Page and Resume

- Upload the following information to the "Resume" section of the application in Handshake 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 the Presidential Fellowship? List all that apply; note, this information will only be used to gauge the effectiveness of our promotional efforts.
      - Website
      - Facebook
      - Twitter
      - Email from the Presidential Fellowship program
      - Presidential Fellowship Information Session
      - Current Fellow
      - Alumni Fellow
      - GW Faculty Member
      - GW Staff Member
      - Other (please specify)
    - 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 23, 2017 at 11:59 pm EDT in partial fulfillment of GW's Presidential Fellowship program (PAF) application requirements. I certify that all information submitted towards my application is accurate and understand the Presidential Fellowship program may verify this information, including my academic and disciplinary standing with the university. I understand that all recommendations are due by Friday, October 27, 2017 at 12pm EDT. I understand that in order to be considered for the Presidential Fellowship program, I will need to meet the requirements of 55 credits completed in residence at GW and a minimum 3.25 GPA at GW by the end of the fall 2017 semester and submit proof that I have applied to a GW master's degree program by Tuesday, January 16, 2018.*

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

## Essays

Upload your answers to the following four essay questions to the "Other Document" section of the application in Handshake 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 four 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? (500 words maximum)
- **Question 2:** How will the Presidential Fellowship, and the graduate program to which you are applying, help further your commitment to the university and your academic and professional goals? (300 words maximum)
- **Question 3:** As a part of the Presidential Fellowship 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)
- **Question 4:** Service is a pillar of the Presidential Fellowship program. How do you define service, incorporate it into your life, and why? (200 words maximum)

## Possible Presidential Fellowship Placements

Upload your answer to the following question about possible Presidential Fellowship placements to the "Transcript" section of the application in Handshake as one Microsoft Word document (.doc or .docx) labeled "(Your Last Name)." For example, if your name is George Washington, label the document "Washington."

- Describe two possible GW departments in which you would see yourself working for your Presidential Fellowship placement, and why. For each office, include the type of work and the role in which you would be interested. (100 words maximum per description)

NOTE: You do not need to contact GW departments at this point to discuss the possible placements, the placements do not need to currently exist, and if selected as a Presidential Fellow, 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 Presidential Fellowship 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 Presidential Fellowship placements as additional background.

## **Letters of Recommendation**

To reflect the core academic and professional development missions of the Presidential Fellowship 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 email address and phone number. **Current Presidential Fellows and members of the Presidential Fellowship Advising Team are not eligible to provide letters of recommendation.**

Recommendations should be addressed to the "Presidential Fellowship Selection Committee".

Recommendations are due by Friday, October 27, 2017 at 12pm EDT and can be submitted by any one of the following methods:

- E-mail: [paf@gwu.edu](mailto:paf@gwu.edu) (*NOTE: preferred mode of submission*)
- Fax: 202-994-1476
- Mail/In Person: Presidential 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 Presidential Fellowship selection process will be asked to submit an additional, third letter of recommendation from another individual who can speak to their character, according to instructions provided upon invitation to this round of the selection process.

## **REMINDER**

Applications are due through Handshake at <https://gwu.joinhandshake.com> (job number 996370) by Friday, October 23, 2017 at 11:59pm EDT and recommendations are due by Friday, October 27, 2017 at 12pm EDT.

Presidential Fellowship applicants are encouraged to log-in and explore Handshake well before the Presidential Fellowship application deadline. Contact the Center for Career Services at (202) 994-6495 or [handshakehelp@gwu.edu](mailto:handshakehelp@gwu.edu) with questions about logging into Handshake. Basic profile information is automatically imported from the student's Banner account. As such, if any Handshake 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](mailto:registrar@gwu.edu).