CHICAGO MAYOR’S OFFICE FELLOWSHIP

SUMMER 2020
Dear Prospective Fellows:

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

This is a new era in Chicago, and it is time to take on the challenges we face every day in the city; the quality of our schools, the safety of our streets, and equal opportunity for every resident. We are not the first city government to face these issues, but I am confident that we can become the first to solve them. As a Mayoral Fellow, you will be instrumental in helping us find the solutions to the city’s most pressing issues while working in one of the world’s greatest cities with some of the best minds in local government.

Chicago is committed to attracting gifted students and leaders, and fostering a promising career in public service. Some of our country’s most exceptional students and professionals have been Mayoral Fellows, and we hope that you will consider joining us this summer.

Sincerely,

Mayor
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 2020 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 policymaking from inception to implementation. The Fellowship Program is highly-regarded as a leader in municipal fellowship programs. Over the last 15 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 policymaking and have an opportunity to connect what they are learning in the classroom to real world challenges.

The 25 members of the 2019 Mayor’s Office Fellowship came from a diverse set of academic and geographic backgrounds.

18 Women, 7 Men

International Students

Attend Schools in the Chicagoland Area

Attend Out-of-the-area Schools

Native to Chicago

*Dual Degree/Joint Degree students are double counted.
The 2019 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 2019 Fellows:**
- Helped establish the strategic plan for the new Office of Equity and Racial Justice
- Analyzed data and created safety video for the E-Scooter Pilot Program
- Wrote speeches for Mayor Lightfoot
- Assisted senior staff with the 2020 Census
- Designed and published a feasibility survey for Chicago’s first casino
- Created streetscapes for the Department of Transportation
- Supported implementation of language access programs across City departments

**LEARNING ABOUT THE CITY OF CHICAGO**
- 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
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: Coffee with senior staff member

10 am: Mayoral Fellows Speaker Series – City Clerk Anna Valencia

11 am: Collaborate with another Fellow on policy proposal for the New Ideas book

12 pm: Lunch with other Fellows at the Daley Center Plaza food trucks

1 pm: Desk time to work on projects

2 pm: Weekly data meeting for E-Scooter Pilot Project

3 pm: Attend the ‘Year of Chicago Music’ stakeholder convening at the Chicago Cultural Center

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.
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 8 - August 21, 2020
Compensation: $20/hour, 35 hours/week. Fellows are not classified as full-time employees. Relocation is at the applicant’s expense.
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.

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.
Prospective Fellows must complete a two-step application process in order to be considered for the 2020 Mayor’s Office Summer Fellowship Program.

**Monday, September 16, 2019**
Online application opens for Summer 2020. Application can be started at cityofchicago.org/fellowship (Applicants should be prepared to provide a cover letter, resume, letter of enrollment, transcript or letter of acceptance and a class schedule.)

**Monday, November 11, 2019**
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 2, 2019**
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 for further details on submitting supplemental documents.

**Monday, December 9, 2019**
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 2020**
Offers extended to the 2020 Mayor’s Office Fellowship Program.
To begin the application process, please visit
cityofchicago.org/fellowship

For further information, please contact
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