

Current 2008–2009 Sites for Fellows

Business Management and Analysis Group
Communication and Creative Services
Division of Development and Alumni Relations
Global Media Institute
Homeland Security Policy Institute
Office of Community Service
Office of Government, International, and Community Relations
Office of Licensing and Trademarks
Office of Real Estate
Office of Sustainability
Office of the President
School of Engineering and Applied Sciences
Student Activities Center

THE GEORGE WASHINGTON UNIVERSITY
WASHINGTON DC

Presidential Administrative Fellowship (PAF) Program

Departmental Sponsorship
2009–2010



**Presidential
Administrative
Fellowship**

**Presidential Administrative Fellowship Program
Division of Student and Academic Support Services • Rice Hall 403
Washington, DC 20052 • (202) 994-7210
<http://gwired.gwu.edu/paf> • e-mail: paf@gwu.edu**

Dear Colleague:

In the fall of 1989, the University encouraged the development of an internship program which would benefit both graduating seniors and our University. The GW Presidential Administrative Fellowship Program offers recent graduates of the University the opportunity to gain relevant work experience within University administrative offices while pursuing Master's degrees in their chosen fields. In return, the Fellows participate in the advancement of The George Washington University community through their personal and academic development channeled into professional contributions. Now celebrating its 20th anniversary, more than eighty-eight GW undergraduate alumni have participated or are participating in this opportunity, while administrative offices have been the beneficiaries of extraordinary work efforts at bargain rates.

I invite each academic and administrative office of The George Washington University to submit a proposal to sponsor and mentor a graduate student who will be entering his or her first or second year of academic studies. Looking prospectively to the 2009–2010 academic year, eight returning and between four and six new graduate students will be seeking placement matches.

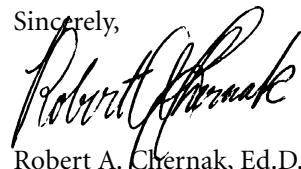
Once a match occurs (i.e. the department and Presidential Administrative Fellow find compatibility in the work appointment), the Fellow is required to spend 20 hours a week within the University office which hosts him or her. The University department will be expected to assign special projects to the Fellow while also integrating the student into the ongoing activities of the office. The Presidential Administrative Fellowship is awarded to the student for a maximum of two years, enough time for the student to complete a graduate degree program. In an effort to broaden their internship experiences, Fellows are given the option of rotating to a different office after their first year or remaining at their site for a second year.

The Office of the Senior Vice President for Student and Academic Support Services supports the tuition, fees, and housing costs for the Fellow. The Office which hosts the Fellow is expected to make budgetary provision for \$620.00 per pay period (\$15.50/hour; 26 pay periods annually) commencing July 1, 2009 through June 30, 2010. In addition, participating departments are expected to provide adequate support to make the fellowship a worthwhile leadership, administrative, and professional experience. Desk or office space, staff assistance, challenging assignments, and the opportunity for interactions with other University offices are a few examples of support which could be offered.

Please read and complete the enclosed information form to be considered as a sponsoring department for a Presidential Administrative Fellow by March 13, 2009. Please submit your application to Peter Konwerski, Presidential Administrative Fellowship Program, Rice Hall 403.

Thank you for taking a few minutes to read this correspondence, as well as for seriously considering participating in the Presidential Administrative Fellowship Program.

Sincerely,



Robert A. Chernak, Ed.D.
Senior Vice President for Student
and Academic Support Services



The Mission

The George Washington University Presidential Administrative Fellowship Program offers recent graduates of the University the opportunity to gain relevant work experience within the University administration while pursuing Master's degrees in their chosen fields. The mission is to contribute to the advancement of The George Washington University community through employment activities, as well as through academic, professional and personal involvement.

To be considered as a sponsoring department, please submit the following information to:

Peter Konwerski
Presidential Administrative Fellowship Program
Rice Hall 403

Please send us your departmental information by Friday, March 13, 2009. We will do our best to respond to your request by April 10, 2009.

University Department (Administrative Unit or Office): _____

Administrative Head of the Department: _____

Campus Address: _____ E-mail: _____ Phone Number: _____

Who in your office would have direct oversight of the Fellow? _____

In order for the Presidential Administrative Fellows to better understand the detailed workings of your office, please briefly discuss the following questions on a separate sheet of paper.

1. Describe three major projects which you would assign to a Presidential Administrative Fellow during the course of the year. Please also note if the Fellow will lead or assist in this project.
2. Summarize the office accommodations your department would make for the Fellow.
3. Please add your comments about what type of qualities you feel would be valuable for a Fellow to possess in order to successfully carry out the assigned projects.
4. What characteristics would make your office a particularly appealing place to work for a Presidential Administrative Fellow?

Do you have a preference for a first or second year Fellow?

- First Year, August 3, 2009 availability
 Second Year, July 1, 2009 availability
 No Preference

Have you previously hosted a Presidential Administrative Fellow?

- Yes No