

## Fellowship Application

To apply for the PAF program, submit the materials listed below to:

The Presidential Administrative Fellowship Selection Committee  
The George Washington University, Division of Student and Academic Support Services  
Rice Hall 403, Washington, DC 20052

**THE DEADLINE FOR APPLICATION IS FRIDAY, NOVEMBER 20, 2009**  
**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**

- 1) One completed copy of the PAF application
- 2) Copy of an unofficial GW transcript
- 3) A current resume
- 4) Two reference letters, including one from a previous employer and one from a member of the GW community who can speak to campus involvement
- 5) In one double-spaced page or less, please describe how you will contribute to the advancement of The George Washington University as a PAF.
- 6) A list of up to three departmental sites where you see yourself placed and a sample, one paragraph job description for each of these placements
  - You do not need to contact the sites at this point in the application
  - If selected, you are not required to take the position(s) you created but it will help us discuss options for your placement
- 7) Meet minimum academic requirements:
  - 3.0 overall GPA
  - 60 credit hours in residence
  - Provide proof of submitted GW graduate school application by January 15, 2010 to PAF office

### Please complete the following:

1. GW ID Number: \_\_\_\_\_
2. Full Legal Name: \_\_\_\_\_  
First Middle Last Suffix
3. Current Mailing Address: \_\_\_\_\_  
Number Street Apt. Number  
\_\_\_\_\_  
City State ZIP Code
4. Current Phone Number: (\_\_\_\_\_) \_\_\_\_\_
5. Permanent Address (if different from above): \_\_\_\_\_  
Number Street Apt. Number  
\_\_\_\_\_  
City State ZIP Code
6. Permanent Phone Number: (\_\_\_\_\_) \_\_\_\_\_
7. E-mail address: \_\_\_\_\_
8. Undergraduate major: \_\_\_\_\_  
Current GPA
9. To which graduate program(s) will you apply or have been accepted into? \_\_\_\_\_
10. How did you hear about the PAF Program? (please circle) Ad Info Session Current Fellow Alumni  
Listserv Email Poster Other \_\_\_\_\_
11. Date of info session attended: \_\_\_\_\_

The information provided in my application for the PAF program is truthful and accurate to the best of my knowledge. I have read and understand the terms and expectations of the PAF program. I understand that incomplete applications will not be accepted. I hereby submit my application to the PAF Program Selection Committee.

Signature \_\_\_\_\_ Date \_\_\_\_\_

1989–2009  
*Celebrating 20 years of Service*

G1101

## Presidential Administrative Fellowship Student Application 2010–2012



**Presidential Administrative Fellowship Selection Committee**  
**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](mailto:paf@gwu.edu)**

**THE GEORGE WASHINGTON UNIVERSITY**  
WASHINGTON DC

## The Fellowship

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In 1989, The George Washington University created the Presidential Administrative Fellowship which offers excellent professional and developmental opportunities for GW's graduating seniors.

The Office of the Senior Vice President for Student and Academic Support Services oversees the Fellowship which is designed to offer graduating GW seniors administrative experience within the offices of the University, while concurrently permitting them the opportunity to pursue a Master's Degree at GW. In return, the Fellows are asked to contribute to the advancement of The George Washington University community, by serving as ambassadors, through academic, professional, and personal involvement.

The PAF program requires a two-year commitment. In order to provide maximum support to the Fellows, each Fellow will receive tuition and fees up to a maximum of 42-credit hours in a graduate program, a housing allowance, and monthly departmental compensation. The Fellowship is designed so that classroom education, professional experiences, and interactions with staff and administrators complement each other to provide an excellent learning experience in leadership and administration.

## Criteria and Selection

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To be eligible for the Presidential Administrative Fellows Program a candidate must be a senior graduating from GW in the 2009–2010 academic year with no less than 60 credit hours in residence and a minimum overall 3.0 GPA. He/she must apply and submit evidence of application to graduate school by January 15, 2010 and plan to enroll in a GW graduate program in the fall of 2010. Please note full time Law and Medical School candidates are not eligible. Recognizing the timing complexities of applying and acceptance to graduate school, all interested seniors are encouraged to begin the process immediately.

The Office of the Senior Vice President of SASS is responsible for the final selection of the Fellows, and is assisted by an advisory committee comprised of current Fellows, GW faculty, administrators, and academic community representatives. Future correspondence will address interview schedules and notification of finalists.

## Expectations

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A Presidential Administrative Fellow is expected to maintain a high level of performance in all aspects of the program. He/she must maintain satisfactory academic progress, abide by the Code of Academic Integrity, Code of Student Conduct, GW University Manual of Personnel Policies, and all other University policies and regulations. Failure to comply could result in expulsion from the program. At the end of the first year, a Fellow's performance is evaluated, reviewed and approved by the PAF Program Coordinator for continuation in the program. Renewal of the Fellowship for a second year is not automatic.



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## Role

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The Fellow is expected to work at least twenty hours a week for the administrative office to which they are assigned. The following is a list of the roles he/she may play during the course of the Fellowship:

1. Work as a staff member within a designated administrative office, learn the needs and characteristics of that office, and perform the duties assigned.
2. Appear at certain mandatory functions as a representative of the University where important interaction with campus visitors, dignitaries, students, staff, faculty, administrators, alumni, and/or trustees may occur.
3. Interact with students, administrative staff, faculty, deans, and/or alumni from undergraduate and graduate schools. Share some of the salient issues facing the University, solicit ideas and suggestions, and follow up where possible with appropriate offices/officers of the University.
4. Visit other campuses, cities and areas of the country when possible as a representative of the University.
5. Fulfill special ambassador roles designated by the President or other GW Senior Staff.
6. Attend and participate in weekly discussion groups with other Fellows to advance the vision and mission of the University.
7. Plan, manage, and balance professional responsibilities, academic studies, University ambassadorship, and personal life.
8. Commit to further develop the PAF program and The George Washington University.
9. Participate in different service-related events in and around the University

## Additional Information

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All PAF applicants are strongly encouraged to attend one of the PAF information sessions. The dates and times are as follows:

- October 21, 3:30pm – MC 405
- October 23, 3:30pm – MC 405
- October 27, 6:00pm – MC 402
- November 5, 7:30pm – MSSC 209
- November 9, 5:30pm – MC 308

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