

COUNTY OF IMPERIAL

2021 FELLOWSHIP

DEVELOPING LOCAL LEADERS

2021 County Fellowship Program for Undergraduates Guidelines and Questions

The goal of the fellowship program is to prepare college students for work in the

various sectors of county local government by providing them opportunities for mentorship, service projects, scholarship funds, and employment. Fellows will be able to apply classroom learning to real world work experience to better prepare them to make an impact in the local community.

What are the requirements to be a Fellow? Applicants to the County Fellows program must:

- Be a high school graduate of Imperial County and between the ages of 18-24 at initial application
- Be entering third year of undergraduate coursework at an accredited college or university with expected graduation with your BA/BS in Spring/Summer 2023
- Must have and maintain a 3.5 GPA throughout the program
- Must complete a County service project
- Must complete the Work Academy—a series of professional development workshops
- Maintain ongoing communication with mentor
- Commit to 18 months of full-time, limited term employment with the County of Imperial upon graduation

What type of students are you looking for? Students who have demonstrated leadership, strong academic performance, an eagerness to learn, and want to be a part of an organization that is continually working to improve life for residents of Imperial County.

What are the benefits? Fellows will have the opportunity to learn from leaders in local government and get an insight into decision making. Fellows will be awarded a scholarship up to \$20,000 and upon graduation, a limited-term, full-time employment position with the County for 18 months, valued up to \$75,000 with health benefits. The total potential award package is over \$95,000.

Do you require a specific major? Given the diverse work opportunities within the County we do not require you to declare a specific major. However, you must earn your undergraduate degree before your 18-month employment opportunity can begin.

What types of service projects can I work on? The County of Imperial has 33 departments that provide a wealth of services to local residents. Fellows will have the opportunity to learn more about the functions of each department and browse the selection of Statements of Need from various departments. The Statements of Need will provide more details on service project opportunities available in each department. Interested in law and learning more about advocating for the rights of individuals? Check out what the Public Defender has to offer. Do you want to learn how engineers review plans for development throughout the County? Check out the Public Works Engineering division. Want to learn

how epidemiologists are preparing for the next viral outbreak? The Public Health department has the team for you. No matter what area you're interested in, each service project will have clearly articulated learning objectives for the Fellow and provide much-needed value to the department. Fellows will have the option to complete service projects in person, by telecommuting or a hybrid of both.

What about the 18 month employment contract? By the time you graduate college and have completed a service project, our Work Academy series, and worked closely with your mentor, you will be prepared to take on bigger tasks and contribute in meaningful ways to a mix of key projects and assignments. Fellows will serve in an entry-level professional capacity, observe and participate in decision and policy-making processes, and learn the fundamentals of managing projects.

Fellows will work with their mentor to determine the best department or division and will need to apply and interview for a position within that department. You will develop a professional development plan with your supervisor or mentor and be evaluated every six months to ensure your success. During your employment, you will be given at least one opportunity to present at a Board of Supervisors meeting.

How will Fellows be selected? The County Fellows program is a competitive program and only the best candidates will be selected. Applications will be screened for completeness and any incomplete applications will not be reviewed. Top scoring applicants will be invited to a final interview. Applicants will be judged on their record of leadership and capability as demonstrated through the application and interview. Fellows should have a diverse résumé that exhibits work experience, volunteer work, extracurricular activities, and any awards or honors. One Fellow from each Supervisorial District will be selected for a cohort of five fellows for 2021.

Are there any residency requirements? Yes, fellows must be a U.S. citizen, lawful permanent resident or non-citizen with proof of eligibility.

I already have my bachelor's degree but I'm working on a certificate. Am I eligible? Congratulations on earning your degree and continuing your education. Unfortunately, the Fellowship program is geared towards students who are currently in college and have not earned their degree yet.

Are Fellows required to undergo a security and background investigation? Yes, prior to beginning the limited term employment with the County, Fellows will need to clear their security and background check as is typical with all County employees.

Am I eligible to apply if I'm working on my master's? Unfortunately you do not meet the program criteria to apply.

What is the Fellowship Code of Ethics? Fellows are expected to represent the County and agree to uphold themselves to a high degree of character and moral standards.

How are special needs such as disabilities for Fellows handled? The County of Imperial is an equal opportunity employer and embraces diversity. The Program Administrator in conjunction with Human Resources and Risk Management will work one-on-one with individuals to adequately address needs.

I have my GED. Can I apply? Yes, anyone with a GED who meets all other criteria is eligible.

I'm interested in this great opportunity, how can I apply? To be considered for the 2021 County Fellows Cohort, you must:

- Submit a completed application online by the deadline of May 14, 2021 at 11:59pm
- Submit a copy of your high school diploma or official high school transcripts from a high school in Imperial County
- Submit official college transcripts with proof of minimum 3.5 GPA
- Transfer Students Only--Letter of Intent to Enroll
- Include a recent resume
- Submit two references who can complete the online reference check on your behalf
- Answer four short essay prompts

Note that fellows cannot be related to any County Elected Official or County Administrator. Applicants will be notified of their selection for an interview the week of May 24-28. Interviews via Zoom will be held May 31 to June 3. The final 2021 cohort will be announced June 22, 2021.

Applicants may submit questions about the application process directly to: Crystal Duran, County Librarian at crystalduran@co.imperial.ca.us