



DUNN/MARZULLO YEARLONG FELLOWSHIP  
OFFICE OF THE GOVERNOR

2014

PRESCOTT E. BLOOM INTERNSHIPS  
IN GOVERNMENT PROGRAM

Presents

JAMES H. DUNN, JR.  
MEMORIAL FELLOWSHIP PROGRAM

&

VITO MARZULLO  
INTERNSHIP PROGRAM



# DUNN/MARZULLO YEARLONG FELLOWSHIP

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# OFFICE OF THE GOVERNOR

The James H. Dunn, Jr. Memorial Fellowship Program and Vito Marzullo Internship Program are governmental initiatives that strive to meet the public sector's future need for competent administrators. The Dunn Fellowship and Marzullo Internship serve as public sector management training programs that provide an opportunity for college graduates to supplement their education with experience in such areas as policy analysis and program administration.

It is the aim of these programs to encourage talented college graduates to consider careers in state government and achieve affirmative action through the nomination of qualified men, women, minorities and persons with disabilities. The Office of the Governor complies with the provisions of the Americans with Disability Act.

<b>Placements:</b>	Office of the Governor and agencies under the Governor's jurisdiction
<b>Duration:</b>	August 1, 2014 through July 31, 2015
<b>Compensation:</b>	\$2,611 per month
<b>Requirements:</b>	Completion of an undergraduate degree prior to the commencement of the program
<b>Background:</b>	All majors acceptable
<b>Location:</b>	Primarily in Springfield, IL with limited placement in Chicago, IL and Washington, DC

### **CALENDAR (subject to change):**

October 2013 --- Applications Available

February 28, 2014 --- Application Deadline (**must be postmarked by this date**)

February 2014 --- Application Screening

March/April 2014 --- Interview Process

April/May 2014 --- Applicants Notified & Placements Announced

August 2014 --- Program Commences

### **SEND COMPLETED APPLICATIONS TO:**

Cory Foster, Central Management Services Program Manager

503 William G. Stratton Office Building, Springfield, IL 62706

217/524-1381 | FAX: 217/558-4497 | TDD: 217/785-3979

**Please feel free to call with any questions that you may have!**



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## **PROGRAM BACKGROUND**

The State of Illinois is strongly committed to improving public service for its citizens. The attainment of this goal requires the hard work and dedication of qualified public service professionals. Recruiting recent college graduates nationwide has proven to be one of the best ways to attain this goal. The Governor's Yearlong Fellowship Program was established in 1979 and renamed the James H. Dunn, Jr. Memorial Fellowship Program in 1981 by Executive Order 7 to honor a Rockford, Illinois citizen for his outstanding contribution to public service.

An internship program to accommodate candidates who are Illinois residents was created. Alderman Vito Marzullo, long-time dean of the Chicago City Council, typifies the life-long commitment to public service that made Chicago the "City That Works." It is appropriate that Alderman Marzullo's service to this community is honored by the successful continuation of this internship in his name.

Executive Order 3 in 1986 brought all fellowship and internship programs administered by the Governor's Office under the aegis of the Prescott E. Bloom Internships in Government Program. No one understood the benefit of government internship programs to both the State and the individual better than the late State Senator Prescott E. Bloom. From 1976 until his premature death in 1986, Senator Bloom sponsored his own annual internships, which successfully introduced hundreds of high school and college students to the inside of state government.

The aim of the program is to attract bright, highly motivated individuals and to give them a broad overview of state government that provides a unique "hands-on" experience. Fellows and interns learn about budgetary, legislative, and programmatic areas of state government that will benefit them as public service professionals and provide them with a unique opportunity to advance into policy-making positions.

## **OBJECTIVES**

Through the James H. Dunn, Jr. Memorial Fellowship Program and Vito Marzullo Internship Program, we hope to accomplish the following:

- Offer a governmental initiative to meet the public sector's future need for competent administrators
- Provide a public sector management training program that encourages talented college graduates to consider careers in state government
- Enable college graduates to supplement their academic backgrounds with practical experience in areas such as policy analysis and program administration
- Enable the Prescott E. Bloom Internships in Government Program to play an ever-increasing role in state government as new fellows enter public service and former fellows advance into management positions

## **NATURE OF THE PROGRAM**

Most fellows and interns will be placed in positions with the Governor's executive staff, in the Office of Management and Budget, or in the Governor's Legislative Office. The Office of Management and Budget, a vital part of the Governor's Office, is responsible for the development of the state's multibillion-dollar budget. The Legislative Office is the



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Governor's chief lobbying arm with the Illinois General Assembly. Other fellows will be placed in various agencies under the Governor's jurisdiction. The program is primarily based in Springfield, with limited placements in Chicago and Washington D.C.

## **ELIGIBILITY CRITERIA**

The minimum qualification for both the Dunn Fellowship and the Marzullo Internship is completion of a bachelor's degree by the commencement of the program in August. While there are no preferences to specific undergraduate or graduate fields or majors, the program seeks candidates who have demonstrated a substantial commitment to excellence as evidenced by academic honors, leadership ability, extracurricular activities, and involvement in community or public service.

## **SELECTION PROCESS**

Candidates are selected on a nationwide basis from public, private and comprehensive colleges and universities. Schools from which past fellows have been selected include: University of Albany, Alverno College, Ankara University, Appalachian State University, University of Arizona, Austin College, Barnard College, Berkley College of Music, Blackburn College, Boston University, Bradley University, Brandeis University, Brewton Parker College, Brown University, Butler University, University of California, Carnegie Mellon, Central College, University of Central Arkansas, Chatham College, University of Chicago, Claremont McKenna College, Clark Atlanta University, Colgate University, Columbia University, Cornell University, Dartmouth College, University of Dayton, DePaul University, Drake University, Drexel University, Duke University, Eastern Illinois University, Eureka College, University of Florida, George Washington University, Georgetown University, Gonzaga University, Harvard University, College of the Holy Cross, Illinois College, Illinois State University, University of Illinois at Champaign/Urbana, University of Illinois at Chicago, University of Illinois at Springfield, Illinois Wesleyan University, Indiana University, Iowa State, University of Iowa, University of Kansas, Knox College, Lake Forest College, Lawrence University, Loyola University, MacMurray College, Miami University, University of Michigan, Middle Tennessee State University, Millikin University, Monmouth College, Metro State University, Mundelein College, University of Nebraska, New York University, University of North Carolina, North Central College, North Park University, Northern Illinois University, Northwestern University, University of Notre Dame, Ohio State University, Princeton University, Principia College, Purdue University, Quincy University, Regent University, Rend Lake College, Rust College, University of St. Francis, St. Mary's College, St. Olaf College, Saint Xavier University, Smith College, Southern Illinois University, Southwest Missouri State, Southeast Missouri State College, Stanford University, Stephens College, Swarthmore College, Syracuse University, Texas A & M, Trinity University, Valparaiso University, Vanderbilt University, University of Virginia, Wabash College, Wake Forest University, University of Warsaw, Washington University, Webster University, Western Illinois University, Wheaton College, College of William and Mary, University of Wisconsin, Wittenberg University and Yale University.

Fellows and interns are classified as full-time employees and entitled to the benefits extended to all state employees including a salary, paid holidays, sick and vacation days, and health and life insurance. The approximate annual salary is \$31,332.



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### INSTRUCTIONS

**NOTE:** Please read the instructions and application **ENTIRELY** before completing the application. The selection of candidates will be influenced by the thoroughness and accuracy of the completed application.

1. Applications must be **COMPLETED FULLY and TYPED**.

**Unless a reasonable accommodation is requested and approved, handwritten applications will be returned.**

2. A current copy of the applicant's transcript **MUST** be submitted with the application form or mailed by the school.
3. Applicant's signature must appear on completed application form.
4. Three letters of recommendation from persons who can evaluate applicant's **character and/or academic qualifications and suitability** for this program must be submitted. Please use attached forms.

### PERSONAL INFORMATION

NAME: Last \_\_\_\_\_ First \_\_\_\_\_ Middle Initial \_\_\_\_\_

Current Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Last date at this address \_\_\_\_\_ Social Security Number \_\_\_\_\_

Phone: Residence \_\_\_\_\_ Work \_\_\_\_\_ E-mail \_\_\_\_\_

Permanent Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Permanent Phone \_\_\_\_\_ Contact Person \_\_\_\_\_ Relationship \_\_\_\_\_

### EDUCATION

Undergraduate Institution(s) \_\_\_\_\_

Field or Major \_\_\_\_\_ Minor \_\_\_\_\_

Dates Attended \_\_\_\_\_ GPA \_\_\_\_\_

Type of Degree \_\_\_\_\_ Date Received or Expected \_\_\_\_\_

Graduate Institution (If applicable) \_\_\_\_\_

Field or Major \_\_\_\_\_ Dates Attended \_\_\_\_\_

Type of Degree \_\_\_\_\_ GPA \_\_\_\_\_ Date Received or Expected \_\_\_\_\_



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## COLLEGE ACTIVITIES, HONORS, COMMUNITY INVOLVEMENT

Rank activities in which you participated in order of importance to you, honors you received, and community and/or public service activities which you were involved in during your college career.

PLEASE DO NOT ATTACH A RESUME IN LIEU OF COMPLETING THIS PAGE.

### COLLEGE ACTIVITIES

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

### COLLEGE HONORS

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

### COMMUNITY INVOLVEMENT

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_



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**WORK EXPERIENCE** (List most recent employment first – attach a separate sheet, if necessary)

<u>Agency/Company</u>	<u>Location</u>	<u>Inclusive Dates</u>	<u>Position held and description of Duties</u>
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I understand I may be required to submit proof of previous employment, education, military service or any other statements in this application. I authorize release of this and other information covering job related factors for purposes of verification and determination of suitability for state employment. I certify that the information on this application is true and correct to the best of my knowledge.

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WRITTEN SIGNATURE

DATE

NOTE: As a condition of employment, state law requires that "every male born on or after January 1, 1960, and less than 27 years old, shall submit documentation, at time of appointment, evidencing his registration with the Federal Selective Service System."



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## **PERSONAL STATEMENT**

Briefly, what qualities will you bring to the fellowship program? What are your career goals or plans? How would your selection to this fellowship program assist you in achieving those goals? What do you expect to gain from this program?

(Please limit your essay to 500 words or less.)





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## **ESSAY**

Identify and analyze a public issue that you feel has great impact on state government(s). State the issue clearly and factually. Please be sure to state your opinion of the issue as well as supporting arguments.

Please limit your essay to 1,000 words or less. (Attach an additional sheet if necessary.)



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## POSITIONS

\*Review the list of positions (listed below and on the following pages) and select those that interest you. List your selections below. There is no guarantee that you will be awarded one of your top three choices, however, your preferences do play a role in the decision making process.

	Position	Location
1.	_____	_____
2.	_____	_____
3.	_____	_____

Chicago and Washington D.C. placements are very limited. Will you accept a placement in Springfield if Chicago or Washington D.C. is not available?

Yes

No

## DEPARTMENTS

## LOCATION

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### OFFICE OF MANAGEMENT AND BUDGET

### Springfield

REQUIREMENTS: Public Administration, Accounting Business Administration Economics, Finance, Political Science; excellent analytical and math skills, knowledge of computers, spread sheets preferred; excellent verbal and written communication skills

DUTIES: Serve as budget analyst in Human Services, Public Safety, Public Aid and Education, Review agency budgets, making recommendations to division Chief on fiscal/policy issues; conduct research on special long-term projects.

Extensive weekend and evening hours are required when Legislature is in session. \*\*

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### CHIEF OF STAFF

### Springfield/Chicago

REQUIREMENTS: Communications; Political Science; Public Policy; excellent analytical, writing and verbal skills, knowledge of computers; good interpersonal skills

DUTIES: Assist with special projects and issues assigned by Chief of Staff; compile information for Governor's briefings; Research and assist with business, financial, regulatory, legislative and policy issues; respond to constituent correspondence \*\*

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# OFFICE OF THE GOVERNOR

## **GENERAL COUNSEL**

**Springfield/Chicago**

REQUIREMENTS: Law office intern experience or strong background in legal studies

DUTIES: Assist Legal Counsel to Governor \*\*

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## **GOVERNOR'S LEGISLATIVE OFFICE**

**Springfield**

REQUIREMENTS: Excellent verbal and written communication skills; strong work ethic; sense of humor; good interpersonal skills

DUTIES: Track legislation; organize information on agency initiatives; attend legislative hearings; draft responses to constituents' and Legislators' letters to Governor;

Extensive weekend and evening hours are required when Legislature is in session.

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## **GOVERNOR'S POLICY STAFF**

**Springfield/Chicago**

REQUIREMENTS: Political Science; Government; Social Work; Sociology; Environment and Natural Resources; Economics; International Business; excellent verbal and written communication skills; good analytical, organizational and Interpersonal skills; computer competence

DUTIES: Serve as assistant to policy staff in the following areas; Education; Health and Human Services; Literacy; Public Safety and General Government; Environment and Natural Resources \*\* Business and Economic Development; Local Government \*\*

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## **GOVERNOR'S PRESS OFFICE**

**Springfield/Chicago**

REQUIREMENTS: Journalism; Political Science; good writing and interpersonal skills, Public Relations, Communications; knowledge of State Government and current issues facing state; excellent verbal and written communication skills; good grammar and use of English language

DUTIES: Assist press secretary with coordination of press releases, media calls, interaction with the press; handle Governor's correspondence; proclamations; assist with internal archiving, word processing, other duties as assigned. \*\* Review news coverage, write reports for Governor and staff; write captions, make media calls; compile clips; answer telephones \*\*

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## **GOVERNOR'S SCHEDULING**

**Springfield/Chicago**

REQUIREMENTS: Excellent verbal and written communication skills, positive attitude; self-starter; flexible; good interpersonal skills

DUTIES: Prepare Governor's Briefing Book; track special projects; handle Correspondence and telephone calls \*\*

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## **FEDERAL LIAISON**

**Washington, DC**

REQUIREMENTS: Political Science; excellent communications skills; knowledge of legislative process

DUTIES: Serve as legislative liaison on federal issues; work with agencies to develop state policy positions; monitor legislation \*\*

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## **SPECIAL EVENTS**

**Chicago**

REQUIREMENTS: Excellent communication and computer skills; good interpersonal skills; penchant for details and follow-through. Internet proficiency

DUTIES: Work with consular corps, women's issues, internet; set up meetings; plan receptions; handle correspondence and briefings \*\*

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## **COMMUNITY LIAISON**

**Chicago**

REQUIREMENTS: Excellent communication skills, good analytical, organizational and Interpersonal skills; computer Competence

DUTIES: Serve as assistant to staff for minority and ethnic affairs \*\*

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\*\* Other duties as assigned



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## LETTER OF RECOMMENDATION

NAME OF APPLICANT \_\_\_\_\_

Please Print

Please evaluate the applicant applying for the 2013 James H. Dunn, Jr. Memorial Fellowship/Vito Marzullo Internship Program. You may use the reverse side or submit separate page(s), if necessary.

Signature \_\_\_\_\_

Please Print

NAME \_\_\_\_\_ DATE \_\_\_\_\_

PLACE OF EMPLOYMENT \_\_\_\_\_ POSITION \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_

Please return directly to:

Cory Foster, Program Manager, Governor's Internship Program

Department of Central Management Services

503 Stratton Office Building, Springfield, IL 62706