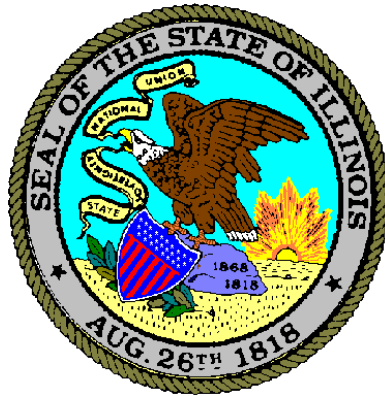


STATE OF ILLINOIS



2010

PRESCOTT E. BLOOM

INTERNSHIPS IN GOVERNMENT PROGRAM

Presents

JAMES H. DUNN, JR.

MEMORIAL FELLOWSHIP PROGRAM

And

VITO MARZULLO INTERNSHIP PROGRAM

**JAMES H. DUNN, JR. MEMORIAL FELLOWSHIP
AND
VITO MARZULLO INTERNSHIP**

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 for 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
- . Achieve affirmative action through the nomination of qualified minorities, women, and persons with disabilities
- . 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, and 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 multi billion-dollar budget. The Legislative Office is the 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

Senior members of the Governor's Office and the Department of Central Management Services, Department of Personnel conduct the initial screening of applications. Approximately 50 applicants will be selected for interviews. Based upon the results of the interview process, a final selection of fellows and interns will be made.

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, Berklee 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.

CALENDAR (SUBJECT TO CHANGE WITHOUT NOTICE)

October 2009-----Applications are made available
February 28, 2010-----Applications must be postmarked by this date
Applications not postmarked by February 28, 2010 will be returned
 February 2010-----Screening of applications
 March/April 2010-----Interviews
 April/May 2010-----Successful applicants will be notified
 May/June 2010-----Placements will be announced
 August 1, 2010-----Internship program commences
 July 31, 2011-----Internship program ends

FOR FURTHER DETAILS OR INFORMATION CONTACT:

Mary Anne Baker, Program Manager
 Governor's Internship Program
 Department of Central Management Services
 503 Stratton Office Building
 Springfield, Illinois 62706
 217/524-1381
 FAX: 217/558-4497
 TDD: 217/785-3979

STATE OF ILLINOIS
2010 JAMES H. DUNN, JR.
MEMORIAL FELLOWSHIP PROGRAM
AND
VITO MARZULLO INTERNSHIP PROGRAM

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.
5. The Office of the Governor complies with the provisions of the Americans with Disability Act. All qualified individuals are eligible to participate in the program.
6. Completed applications must be postmarked no later than February 28, 2010 and send to:
MARY ANNE BAKER, DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
503 STRATTON OFFICE BUILDING, SPRINGFIELD, ILLINOIS 62706

PART A

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 Person _____ Relationship _____ Phone _____ Contact

PART B

EDUCATION

Undergraduate Institution(s) _____

Field Major _____ or
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 _____

PART C

COLLEGE ACTIVITIES, HONORS, COMMUNITY INVOLVMENT

Rank activities in which you participated in order of importance to you, honors you received, and community and/or public service activities in 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. _____

PART D

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

| Agency/Company of Duties | Location | Inclusive | Position held and description Dates |
|-----------------------------|----------|-----------|--|
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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.

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."

WRITTEN SIGNATURE

DATE

PART E

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.)

PART E

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.)

PART G

POSITIONS

*Review the list of positions 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 _____

**2010 DUNN/MARZULLO
YEARLONG FELLOWSHIP PROGRAM**

| POSITION | LOCATION | DUTIES | MAJORS/BACKGROUND |
|--|--|---|---|
| OFFICE OF Accounting MANAGEMENT Administration AND BUDGET Political analytical and knowledge of spread sheets preferred; | Springfield | Serve as budget analysts 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. <u>Extensive weekend and evening are required when Legislature is in session. **</u> | Public Administration, Business Economics, finance, Science; excellent math skills, Computers, excellent verbal and written communication skills |
| DEPUTY CHIEFS OF STAFF excellent analytical, writing and verbal skills, interpersonal | Springfield/ Communications; Political Chicago | Assist with special projects and issues assigned to deputy chiefs; compile information for Governor's briefings; Research and assist with business, Financial, regulatory, legislative and Policy issues; respond to constituent Correspondence ** | Public Policy; of computers; good skills |
| GENERAL of studies | Springfield | Assist Legal Counsel to Governor ** | Law office intern experience Strong background in legal |
| GOVERNOR'S written LEGISLATIVE strong work OFFICE good | Springfield | Track legislation; organize information on agency initiatives; attend legislative hearings; draft responses to constituents' and Legislators' letters to Governor; <u>Extensive weekend and evening hours are required when Legislature is in session **</u> | Excellent verbal and communication skills; ethic; sense of humor; interpersonal skills |
| GOVERNOR'S Government; POLICY STAFF Sociology; Natural verbal and good and computer | Springfield | 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 ** | Political Science; Social Work; Environment and Resources; excellent written communication skills; analytical, organizational Interpersonal skills; competence |
| Economics; | Chicago | Business and Economic Development; Local Government ** | Political Science; International Business |

| POSITION | LOCATION | DUTIES | MAJORS/BACKGROUND |
|--|---------------|---|---|
| GOVERNOR'S Science; good PRESS OFFICE interpersonal skills | Springfield | 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. ** | Journalism; Political writing and |
| Relations, knowledge of current excellent verbal skills; English | Chicago | Review news coverage, write reports for Governor and staff; write captions, make media calls; compile clips; answer telephones ** | Journalism, Public Communications; State Government and issues facing state; and written communication good grammar and use of language. |
| GOVERNOR'S written SCHEDULING skills, positive starter; flexible; good | Springfield | Prepare Governor's Briefing Book; track special projects; handle Correspondence and telephone calls ** | Excellent verbal and communication attitude; self-Interpersonal skills |
| LIAISON Science; excellent knowledge process | Washington DC | Serve as Legislative Liaison on federal Issues; work with agencies to develop state policy positions; monitor legislation ** | Political communications skills; of legislative |
| SPECIAL EVENTS interpersonal details and INTERNET | Chicago | Work with CONSULAR CORPS, WOMEN'S ISSUES, INTERNET; set up meetings; plan receptions; handle correspondence and briefings ** | Excellent communication and computer skills; good skills; penchant for follow-through. proficiency |
| COMMUNITY communication skills, LIAISON organizational and computer | Chicago | Serve as assistant to staff for minority and ethnic affairs ** | Excellent good analytical, skills; Interpersonal Competence |

** Other duties as assigned

LETTER OF RECOMMENDATION

NAME

OF

APPLICANT

Please Print

Please evaluate the applicant applying for the 2010 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 EMPLOYMENT_____POSITION_____OF

ADDRESS_____

TELEPHONE_____NUMBER

Please return directly to:

Mary Anne Baker, Program Manager
Governor's Internship Program
Department of Central Management Services
503 Stratton Office Building
Springfield, Illinois 62706

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Department of Central Management Services
503 Stratton Office Building
Springfield, Illinois 62706

**JAMES H. DUNN, JR. MEMORIAL FELLOWSHIP
VITO MARZULLO INTERNSHIP**

OBJECTIVES: 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.

Placements: Office of the Governor and agencies under the Governor's jurisdiction

Durati on: August 1, 2010 through July 31, 2011

Compensati on: \$2,611/per month

**Qual i fyi ng
Requi rements:** Completion of an undergraduate degree prior to the commencement of the program

Background: All majors acceptable

Locati on: Primarily in Springfield, Illinois with limited placement in Chicago, Illinois and Washington D.C.

CONTACT: CALENDAR (Subject to change)

| | |
|-----------------------------|---|
| Central Management Services | October 2009-----Applications available |
| Mary Anne Baker | February 28, 2010--Application deadline |
| Program Manager | February 2010-----Application screening |
| 503 William G. Stratton | March 2010-----Interview process |
| Office Building | April/May 2010-----Applicants notified/ placements announced |
| Springfield, Illinois 6206 | August 2010-----Program commences |
| 217/524-1381 | |
| 217/785-3979 (TDD) | |

<http://www.illinois.gov/gov/intopportunities.cfm>

OFFICE OF THE GOVERNOR

STATE OF ILLINOIS