



City of Columbia

Mayor's Fellows Application

Overview

The Mayor's Fellows program provides both undergraduate and graduate-level students the opportunity to gain first-hand knowledge of how a high-energy local government office operates. This program caters to students satisfying class credit, fulfilling internship requirements, or those simply wishing to gain experience working in public service, the community, and the governmental arena.

Due to COVID-19 precautions, the majority of the Summer 2021 Fellowship will be **conducted virtually**, however, there will be opportunities for in-person engagements.

Responsibilities

Responsibilities include assisting staff with research in various areas that may affect departments/agencies within the City of Columbia, helping with special projects and assisting with various office tasks. Fellows work closely with staff to identify best practices.

City of Columbia's office hours are Monday through Friday from 8:30 a.m. to 5 p.m. When in person, professional attire is required for all Fellows.

Who May Apply

While the Mayor's Fellows program is open to all students, the Fellows must display a level of professionalism and responsibility.

How to Apply

The attached application, along with a resume, personal statement, and list of references should be completed and emailed to taylor.wright@columbiasc.gov, or mailed to:

Office of Mayor Benjamin
Attn: The Mayor's Fellows
1737 Main Street
Columbia, South Carolina 29201

**In an effort to conserve paper, if you are able, please email the completed application.*

Should you have any questions regarding the internship program or application, please contact Taylor Wright at (803) 719-0036

Please note that this is an unpaid fellowship program.

City of Columbia
The Mayor's Fellows Application
Please type or print in **blue** or **black** ink

Internship Information

Full Name:

(Last)

(First)

(Middle)

Preferred Name:

Desired Fellowship Session: Fall:

Spring:

Summer:

Availability:

I understand that I am applying for an unpaid fellowship and am available at the following times:

Monday:

Tuesday:

Wednesday:

Thursday:

Friday:

For class credit?: Yes No

If yes, what class?:

Class instructor and phone number:

Do you currently have any obligations that would interfere with your internship
(i.e. school or social commitments, paying job, etc)?: Yes No

If yes, please explain:

Personal Information

Permanent Address:

Mailing Address:

Phone Numbers: Home:

Cell:

Email Address:

If you are a minor (under age 21), list the name(s) of your parent(s)/guardian(s):

Emergency Contact (Name & Phone Number):

Relationship to you:

Are you a registered voter? Yes No

What is your state of legal residence?

Have you applied to a City of Columbia internship/fellowship program before?

Yes No

If yes, when:

What form of transportation do you rely on?

Personal Vehicle COMET Shuttle Pedestrian

Other, explain:

Educational Information

College Attending:

Major: Minor (If applicable): GPA:

Current Year: Expected Date of Graduation:

Extracurricular Activities/Community Involvement:

Honors/Awards/etc:

Special Interests:

Computer Skills:

Career Plans:

High School attended and graduation date (please include city and state):

Security Questions

Have you ever had any disciplinary or administrative actions taken against you by your school, either past or current?

Yes No

Have you ever had any disciplinary actions taken against you by an employer, either past or current?

Yes No

Have you ever been convicted of, or are you now under charges, for a misdemeanor or criminal offense, including DUI/DWI? (When answering this question, you may omit (a) traffic fines, (b) any offense committed before your 18th birthday which was adjudicated in juvenile court or under a youth offender law, and (c) any conviction the record of which has been expunged under federal or state law. Being convicted of or charged with a misdemeanor or felony will not necessarily disqualify an applicant.)

Yes No

Have you ever used, possessed, supplied, manufactured, or sold any illegal drugs or controlled substances? Yes No

If you answered "yes" to any of these questions, please provide a detailed explanation of each offense, including dates, on a separate page.

Resume

Please attach a resume and up to three references.

Certification

I certify that the information provided above is complete and accurate to the best of my knowledge. I understand that giving a false answer to any question, or withholding or omitting any information requested, may be grounds for the denial of this application and/or dismissal from the internship program.

Signature

Date