

2019 FELLOWSHIP PROGRAM

Site Coordinator Application



**INDIANA
LATINO
INSTITUTE**



2019 FELLOWSHIP PROGRAM

About

The Indiana Latino Institute (ILI) Fellowship Program is designed to immerse exceptional emerging Latino leaders in their specific professional field. Selected individuals spend three-months working as paid fellows in prestigious organizations in the state of Indiana. Fellows also participate in an education program consisting of discussions with community leaders, trips to organizations to learn about the private and public sectors, and an opportunity to receive professional development.

As part of this education program, fellows will have access to countless professionals from a variety of industries, who generously give of their time as guest speakers and mentors. Fellows will meet with leaders in Indiana who will engage them in meaningful dialogue about important issues—to the Latino community and our nation.

Purpose

The purpose of the ILI Fellowship Program is to provide gifted and highly motivated Latino students first-hand experience in their specific professional field—STEM, education, business, health, law, non-profit, government, etc. In addition to working for powerful organizations, fellows will have opportunities to build their professional skills, gain knowledge about the local community, and interact with local Latino leaders.

Fellowship Eligibility Requirements

- Cumulative GPA of 3.0 or above
- College senior or graduate student status in fall 2019
- Must be between age 20-26
- Must be eligible to work in the U.S (valid DACA, TPS, U.S. Permanent Resident, U-VIS)

Fellow Selection Process

Fellowship applicants must submit the following documents:

- Fellowship application
- Two letters of recommendation
- Curriculum Vitae or Resume
- Background check

Applicants must display leadership skills, a demonstrated commitment to their field of study, and concentration. These attributes plus the strength of the application materials, and interview will be taken into consideration when selecting fellows for the ILI Fellowship Program. The fellowship site may request an interview prior to final placement (*please request on application question 8*). **Application process for students will open February 1st, 2019 and will close on March 31st, 2019.**

Time Expectation

Fellows are expected to complete a 9-week program totaling **300 hours between May 2019 until August 2019. Fellows will complete their 300 hours at the selected site Monday through Thursday.** In addition to the 300 hours students will be expected to attend professional development every other Friday with ILI professionals during.

Site Financial Contribution

ILI will pay \$1,650 towards the student's wage in addition to providing resources and support during the 9-week program. **Sites are asked to match ILI's financial contribution of \$1,650 to total \$3,300 (300 hours at \$11/hr.).**

For additional information please contact Rachel Santos ILI Education Program Coordinator, at 317-472-1055 or via email at rsantos@indianalatinoinstitute.org

FELLOWSHIP SITE QUESTIONNAIRE

Please complete this questionnaire and email to Rachel Santos at rsantos@indianalatinoinstitute.org or by fax at 317-472-1056.

Company: _____

Mentor/Supervisor's Name: _____

Mentor/Supervisor's Title: _____

Phone: _____ Email: _____

Is this person be directly supervising the fellow on a regular basis? Yes No

Is this person the main ILI contact for the Fellowship Program? Yes No

(If you answered **NO** to either of the above questions, please list the name, title, phone number, and email of appropriate contact person):

Fellowship Address: _____

Office Number (if applicable): _____

Department Name (if applicable): _____

The purpose of the ILI Fellowship Program is to provide gifted and highly motivated Latino students first-hand experience in their specific professional field. In addition to receiving valuable work experience, fellows should have opportunities to build their professional skills and gain knowledge about the field through opportunities to interact with company leaders and attend relevant meetings when possible.

1. Please attach a description of the main duties and responsibilities that the fellow would have at this company. Please include any skills or technical abilities that would be important for the fellow to possess. Also, please provide a tentative work schedule for the fellow; which includes Monday-Thursday hours to complete 300 total hours.

2. What is the specific career field for this fellowship opportunity? (Ex: human resources, IT, customer relations, health, social services, etc.)

3. Please list preferred majors for fellowship candidates.

4. Has the company (or department) hosted fellows previously? Yes No

5. Please complete the following table and indicate what percentage of the Fellow's time might be spent on the following tasks:

Task:	Percent of Time:
Clerical work (we ask this be no more than 40%)	
Direct Service to Clients	
Projects with Other Employees	
Independent Projects	
Attending Meetings	
Other:	

6. Would the fellow have opportunities to learn about other departments or services at your organization? If yes, please specify.

7. Based on the tasks as described in the fellowship description, what skills (soft or hard) would the fellow have the opportunity to enhance at this specific site?

8. Would you require a prior interview with the fellow before accepting him/her to your site?

Yes No

(ILI staff will match the best candidate for your site based on your preferences using this questionnaire and the position description you provide. ILI will provide you with the candidate's application materials prior to placing the fellow.)

9. Does the fellow need to complete special requirements before starting the fellowship? Check all that apply.

TB Criminal Background Check Other: _____

10. Would the fellow have a special orientation or training at your site? Yes No

11. Preferred fellowship start date. (ILI prefers that fellow work Monday-Thursday. Fellow must complete 300 hours during program.)

Week of: May 27 Week of: June 3 Other: _____

12. Are there any dates in which the fellow should not report to the site due to mentor/supervisor leave of absence (medical, vacation, professional development, etc...)?

Yes No

If yes, please list the dates:

13. Are there any concerns or specific policy that ILI staff needs to be aware of before placing a fellow at your site? If so, please explain.