

Working Title	Virginia Management Fellow
Role Title	Prog Admin Specialist I - 19211
Job Open Date	11/27/2019
Job Close Date	12/18/2019
Open Until Filled	
Is this position funded in whole or in part by the American Recovery & Reinvestment Act (Stimulus Package)?	No
Hiring Range	\$40,000
Agency	VA Management Fellows Program (164)
Agency Website	Click Here for Agency Website
Location	Richmond (City) - 760
Sublocation	
Position Number	VMF03
Job Posting Number	1060532
Type of Recruitment	General Public - G
Does this position have telework options?	Yes
Bilingual/Multilingual Skill Requirement/Preference	No
Job Type	Full-Time (Salaried)
Job Type Detail	Full-Time Salaried - Non-Faculty- FTS-1
Pay Band	04

Job Description:

The Commonwealth of Virginia's Management Fellows (VMF) program is hiring a third cohort of emerging leaders with a commitment to public service in state government. The program is hiring up to 12 Fellows for the two year program beginning June 10, 2020 and ending on June 10, 2022. Selected Fellows are full-time employees in a 2-year program of state-level service and learning. Applicants must have a demonstrated interest in public service and volunteerism, and the capacity to work as both a leader and a participant in team efforts. Critical thinking is a sought after skill.

Fellows participate in technical skill-building seminars during the 2-year program, where reading of journal articles and government reports is required. Seminars focus on 4 themes: customer service; operations; legislation, regulation and compliance; and, analytics. These seminars culminate in small group presentations of knowledge and skills built. Fellows also participate in the Virginia Public Sector Leadership program of Virginia Tech's School of Public and International Affairs and complete this leadership and management development certificate program during the 2-year fellowship. Learning state government in "real time", Fellows work at three state agencies for 8-month periods. Rotations are supervised by highly-motivated and trained agency mentors.

Agency rotation assignments carry specialized job descriptions where fellows develop new skills in hands-on agency roles in the provision of state services, and meaningful connection points with agency executive leadership. During each of the 3 rotations, Fellows are required to complete an independent research project – including a detailed report and presentation – to address agency challenges and possible solutions. Public service contributions are made by the Fellows in the form of a public-private partnership with a social purpose (P4) project benefiting an under-served project, program, or population. Fellows work as a cohort with internal and external partners to design, fund, and implement this P4.

The purpose of the VMF program is to strengthen succession planning efforts in the Commonwealth of Virginia, where Fellows are encouraged to find employment in state agencies post-Fellowship. The VMF program provides knowledge, skills, and experience preparing Fellows for permanent positions in the state.

In addition to the \$40,000 annual salary, Fellows will receive state benefits as a component of the total compensation package. VMF program leaders support job search activities near the completion of the 2-year Fellowship.

Minimum Qualifications:

Bachelor's degree from an accredited university.

Please refer to the US Department of Education website at <https://www.ed.gov/accreditation> for a listing of accredited universities.

Candidates will also be required to meet any agency specific requirements which can be found on the Virginia Management Fellows website at <http://vmf.spia.vt.edu/>.

Veterans are strongly encouraged to apply.

Preferred Qualifications:

Interest and education in management, public administration, public policy, finance, accounting, human resources, public planning, or program development

Prior experience in program design or operations or in customer service activities in a public service setting. Demonstrated research and analysis skills. Demonstrated team leadership or management skills. Master's degree or PhD in related fields.

Special Requirements:

Eligibility Requirements: To be eligible for the VMF Program applicants must have graduated on or after May 2017 from an accredited institution with a Bachelor's degree or demonstrate proof of a May 2020 graduation date. Master's or PhD degree holders, who completed their studies after May of 2017 or those who are currently enrolled as students in degree-seeking graduate-level programs, are eligible. Note: The Virginia Management Fellows program is a commitment to a full-time position (40-hours per week). Current graduate students should consider the time commitment carefully before applying.

Special Instructions to Applicants:

- Resume required
- Cover letter including a statement of interest in the VMF program required
- Degree confirmation and background check are a part of the application process
- Incomplete applications are not accepted
- In-person panel interviews, on-site writing samples, and presentations for top candidates
- The VMF is an equal opportunity program that values diversity. All qualified applicants are afforded equal opportunities without regard to race, sex, color, national or ethnic origin, religion, genetics, age, veteran status, political affiliation or disability.
- Reasonable accommodations are available to applicants with disabilities, if requested, during the application and/or interview process. If accommodations are needed, please call 804-786-1148.

Contact Name: Leisha LaRiviere, Associate Director of SPIA, (804) 556-1703; llariviere@vt.edu

Contact Information

Name	Leisha LaRiviere, Associate Director of SPIA
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Address	

Posting Specific Questions

Required fields are indicated with an asterisk (*).

1. * Do you have an Interagency Placement Screening Form (Yellow Form) as issued under Policy 1.30 Layoff? (Commonwealth of Virginia Employees Only);
 - Yes
 - No
 - Not Applicable
2. * Do you have a Preferential Hiring Form (Blue Form) as issued under Policy 1.30 Layoff? (Commonwealth of Virginia Employees Only)
 - Yes

- No
- Not Applicable
- 3. * How did you find this employment opportunity?
 - State Recruitment Management System (RMS)
 - Agency Website or Bulletin Board
 - Job Board (Indeed, Monster, Dice, etc.)
 - Social Media (Twitter, Facebook, LinkedIn, etc.)
 - Newspaper or Professional Journal (Please specify below)
 - Career Fair or Job Event (Please specify below)
 - VEC (Virginia Employment Commission)
 - Radio/TV (Please specify below)
 - Other (Please specify below)
- 4. * Please specify the actual source from your response to question #3 above (Name of newspaper, Journal Title, Job Board, Career Fair, Agency Website, Social Media Type, etc.) If unknown or none, enter: N/A.

(Open Ended Question)

- 5. * I have a Bachelor's, Master's or PhD degree from an accredited institution of higher education.
 - Yes
 - No
- 6. * I am committed to completing a 2-year training and service fellowship, and want to have a career in Virginia state government.
 - Yes
 - No
- 7. * I have excellent verbal and written communication skills.
 - Yes
 - No
- 8. * I have considerable skill and proficiency in the use of computers for electronic messaging, word documents, spreadsheets and presentation.
 - Yes
 - No
- 9. * I am self-motivated, focused, creative, analytical, hard-working, and ethical.
 - Yes
 - No
- 10. * I have a demonstrated commitment to public service as a volunteer, intern or student.
 - Yes
 - No

Applicant Documents

Required Documents

1. Resume
2. Cover Letter

Optional Documents

1. Transcript

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