

FAQ For Civic Leadership Fellows Applicants

Overview

What is the Civic Leadership Fellows?

The Civic Leadership Fellows program is a Federal Work Study program that connects students with local non-profits with the goal of creating an MDC Changemakers Corps dedicated to improving the community and strengthening the relationship between local non-profits and their home campus.

How is this different from being a volunteer?

A key difference between civic leadership and volunteering is that while volunteering is a short devotion of time completing an activity that solves an immediate need; civic leadership is a longer-term commitment to the community the student will be serving in addition to learning key skills that will develop their leadership, community engagement, and a deeper understanding of the needs in the community. The longer the commitment to the CLF, the deeper the community impact.

What skills will I be developing?

As a Fellow, the student will grow personally and professionally. Through their work with their assigned non-profit, and the professional development workshops the student will take as part of the program through iCED, they will gain skills such as leadership, communication, responsibility, non-profit management, community organizing, and changemaking skills such as empathy, resilience, reflection and action. In addition, the student will be able to earn the Civic Action Award, which will add a very impressive job to their resume.

Which community partners are hosting Fellows?

The Civic Leadership Fellows Program will be partnering with organizations found on iCED's community partner list whose primary focus is youth education and combating poverty in South Florida. You will be partnered with organizations depending on where your main campus is located.

Eligibility

Is Federal Work-Study a requirement?

Yes, applicants must qualify for Federal Work-Study and receive the Work-Study Grant as part of their Federal Student Aid package.

How many hours will I need to work?

The number of hours a Fellow is able to work is determined by their Federal Work-Study grant. Fellows are expected to work between 10 and 20 hours at the partner site and 1 to 5 hours a week on campus.

Is there a GPA requirement?

To be eligible for Federal Work-Study positions, you must have at least a 2.0 GPA and be enrolled in at least 6 credits.

What if this is my first semester at MDC and I don't have an official GPA?

First time applications are encouraged to apply if they qualify for Federal Work-Study funding, can meet the time commitment, and want to make an impact on their community.

Will I need to travel outside of campus?

Yes, the community partners will be located off-campus. However, between 1 and 5 hours are required each week on-campus for trainings, workshops, and other activities. These will be available to complete remotely.

Do I have to be a full-time student?

No, applicants need to be enrolled for at least 6 credits.

Can I do the Fellowship for one semester?

No. The Fellowship is reserved for students who are able to commit at least one academic year of service to aiding the community.

Can I work from home?

The community partners will determine whether the work will be remote, in-person, or hybrid. The 1-5 hours that are required to be completed on campus may be completed remotely. Sites will have been assessed for their COVID-19 protocols and if selected, Fellows are expected to follow their host site's guidelines.

Application Process

How do I apply?

Students seeking to learn more about the program or talk with the coordinator can fill out the interest form, located [here](#) under the *Civic Leadership Fellows* tab on iCED's "[Students](#)" page. The application can be found in the same tab. Students ready to apply can fill the application and send to arodri67@mdc.edu. Applicants will then be contacted by an iCED staff member within 2 to 3 days through phone or email.

The iCED staff member will have assessed your eligibility and, if you are qualified, will schedule an interview. If selected, iCED will refer the applicant to one or more community partners, who will reach out to the applicant for interviews and will make a final decision on their position.

How long is the application process?

From filling out the student interest form to receiving an official offer from a community partner, it could take between two weeks to a month. It depends on the availability of iCED's staff and the partner's staff along with how quickly the applicant can complete their application

and be responsive to any inquiries or requests for interviews. The vetting process will take time to ensure MDC sends committed students.

Can I choose which non-profit to work with?

The iCED office has a list of all participating non-profits, including location, job description, and hours needed that can be found here. Applicants will select their preferences in the application form.

Do I need to undergo a background check?

Each host site has its own internal onboarding process. If there are any questions or concerns related to this, applicants should contact their campus iCED staff.

How many essays are on the application?

There will be a series of questions that require short essay style answers but we will not require multi-page essays.

Do I need a letter of recommendation?

A letter of recommendation from a teacher, a community leader, or a past volunteer supervisor will be requested on the application and is strongly encouraged.

Working as a Fellow

How much will I be making an hour?

The current wage for Federal Work-Study is \$10.64 per hour.

How do I submit my hours?

Digital timesheets will be due to iCED every 2nd Friday of the month by 3 pm and can be sent via email.

What kind of duties will I be responsible for?

Duties and responsibilities will vary depending on the partner and role. Expect to do work akin to an undergraduate internship.

Will I be earning credits for my Fellowship?

No. As a Federal Work-Study position, Fellows will be earning a wage but not credits nor community service hours.

Who do I call if I'm late or can't show up to work?

The Fellow will contact their host site supervisor. They will be required to make note in their timesheets of any tardies (within 10 minutes of the scheduled start time) or absences.

How do I get paid?

Paychecks will be distributed through direct deposit. If the Fellow does not have a bank account, a check will be distributed.

Who will be my supervisor?

The immediate supervisor will be the site host coordinator. However, Fellows are always free to contact the home campus iCED director or the CLF coordinators

Will I have to write an essay?

Between 1 to 5 hours (depending on the work study allotment) will be dedicated towards training and reflections on the Fellow's work.

Will I be compensated for my commute?

No, Fellows are only paid through their Federal Work-Study grant for the work they do on and off campus.

Will I be paid for my break?

Breaks will not be compensated. However, it is unlikely Fellows will be scheduled to work 4 hours continuously.

Who do I talk to about my concerns on the job?

Fellows should first contact their immediate supervisor. Feel free, however, to contact the local iCED department or the Civic leadership Fellows coordinators for any concerns.

Is there a uniform policy?

There is no official uniform policy. However, students will need to use personal discretion and discuss this with the site supervisor. Business casual is recommended.