

# Achieve the Dream Fellowship (ADF)

## FAQ

### 1. When can applicants expect to hear back?

The Selection Committee will select the 3 top finalists by March 26<sup>th</sup> for round one interviews to take place around April 1<sup>st</sup>.

### 2. What are the required components of the application?

- One-page cover letter or a 3-5 minute video that addresses each of the following questions:
  - i. Please tell us which fellowship you wish to be considered for: **Communications Associate**, Communication Department OR **Accounting Clerk**, Finance Department and why?
  - ii. How did your experience with Communities In Schools (CIS) of Central Texas impact you? *\*Please tell us the year you were in CIS, the name of your campus, and the CIS Program Manager or Coordinator you worked with.*
  - iii. How do you hope for this fellowship to contribute to your goals?
- Resume with your educational background, work experience, and skills.
- Two references. Please include name, email, and phone number.

### 3. Can I apply for more than one fellowship?

You may apply for both fellowships if you like. Especially if they both relate to your interest, just make sure that your application is tailored to the uniqueness of each award.

### 4. Who serves on the selection committee?

- CIS Staff
- Community Members
- Board of Directors
- Former CISCT Student

### 5. What is included in the Fellowship?

- A three-year commitment
- Salary & Benefits (for specific questions send an email to [fellowship@ciscenraltexas.org](mailto:fellowship@ciscenraltexas.org))
- Guidance in developing a personalized roadmap to help you get the most out of the fellowship program
- Access to a supervisor to help you succeed on your professional path
- Practical leadership and management skills
- Ongoing skill-building and training courses tailored to your particular needs
- Individual mentoring to help you move your work forward and navigate the fellowship
- Exposure to opportunities to build long-term peer networks that will last throughout your professional career

**6. What is the time commitment?**

Three years, with a year by year check-in agreement.

**7. Will Fellows be paid?**

Yes, Fellows will be compensated on a monthly basis and are eligible for benefits. For information regarding salary and benefits please send questions directly to [fellowship@ciscentraltexas.org](mailto:fellowship@ciscentraltexas.org)

**8. Do I need to move somewhere to be a Fellow with CISCT?**

Fellows should be able to work in person in Communities In Schools of Central Texas. Our Central Office is located in Austin, Texas.

**9. What eligibility requirements does the Fellowship have?**

- Fellows must be former Communities In Schools of Central Texas (CISCT) students who have graduated from high school with at least one semester as CISCT student.
- Fellows must be able to provide documentation verifying their identity and authorization for employment in the U.S.
- Prior work or post-secondary experience is not required.

**10. Can I apply to the CIS Central Texas Achieve the Dream Fellowship if I am a former student from another affiliate (i.e. South Central TX)?**

No. This fellowship is only open for CIS of Central Texas alumni.

**11. Who can help me with the application process?**

- Students applying for fellowships are advised to join the free CISCT coach class while preparing their resume and application. Please follow this link [here](#) to register for group session on March 11<sup>th</sup> from 5:30-6:30 pm. If you are selected for the next round to interview with a panel, there will be an option available for you to pair up with a CISCT volunteer to receive individualized support in preparation for your interview.

**12. Who should I ask for references and how should these be submitted?**

- Recommendations for references: former supervisor, teacher, former CIS Central Texas Program Manager or Coordinator, counselor, pastor or other person who knows you well and can describe your skills, accomplishments and guiding values and principles. They will be submitted with your application to [fellowship@ciscentraltexas.org](mailto:fellowship@ciscentraltexas.org). Please include their *name, email, and phone number*.

**13. If I choose to record a video instead of sending a written cover letter, what are your recommendations?**

- For Video Submissions we recommend short videos compressed to smaller file sizes may be emailed, but if the video file attachment is more than 20 megabytes (20480 KB), you will get an error message because the CIS Outlook email will not allow for very large attachment sizes.
- If you want to send files that are larger than 25MB, you may be able to do so through a cloud service like Google Drive, OneDrive, Dropbox, or iCloud. You could choose to set up a free VIMEO account: <https://vimeo.com/join>. Then upload your video to VIMEO and send a link to your video in the email with your other materials.

**14. What is the purpose of the video?**

- The purpose of this video is for you to have an additional option to submit your cover letter (you don't have to do both) and be able to be creative and show your strengths. If this is a better option for you, record a quick video, we want to see you having fun telling the story of who you are. Make sure you address the three top questions. It is up to you how you want your video to look. Additional pro-tips here: [Apple](#) [Android](#) [YouTube Video](#)

**15. Can I apply to the fellowship program if I have a criminal record from years ago?**

Yes you can apply. Having a conviction history does not automatically disqualify you for the fellowship, however a background check will be conducted as part of our hiring process.

**16. Will I be guaranteed a full time job position with Communities In Schools of Central Texas (CISCT) at the end of my fellowship?**

No. There is no guarantee you will have a full-time job position with CISCT at the end of the three-year fellowship program. However, we will work with you during your last year to make sure you seek career opportunities with other agencies and secure an employment that aligns with your professional and personal goals.

**17. Will CIS of Central Texas offer more fellowship programs in the near future?**

We will learn from this pilot program first, but we are hoping to create more opportunities like this in the years to come.

**18. Can I join the free coaching sessions on resume building, even if I don't want to apply to the Achieve the Dream Fellowship program?**

Yes, please join us. The coaching sessions are open to ALL our former students from CIS Central Texas and current HS senior students. You just need to complete [this](#) easy registration form four hours before the event to receive the zoom link. Once you register we will follow up with an email to remind you.