

# Achieve the Dream Fellowship (ADF)

## FAQ

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

The Hiring Committee will select 3 top finalists by June 21<sup>st</sup>  
Top candidates will be interviewed the week of July 5<sup>th</sup>

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

1. **One-page cover letter or a 3–5-minute video** that addresses each of the following questions: Please tell us which fellowship you wish to be considered for: **Communications** OR **College & Career Success** and why? How did your experience with Communities In Schools (CIS) impact you? *\*Please tell us the year you were in CIS, the name of your campus, and the CIS person on campus you worked with (Program Manager/Site Coordinator, XY-Zone Coordinator, Care Coordinator, etc.)* How do you hope this fellowship will contribute to your goals?
2. **Resume** with your educational background, work experience, and skills.
3. **Two references.** Please include their full name, email, and phone number. *\*References will not be contacted unless you make it to the top three applicants.*

### 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 interests, just make sure that your application is tailored to the uniqueness of each award.

### 4. Who will be on the selection/hiring committee:

- CIS Supervisor
- CIS staff member
- A former CIS student (aka CIS Alumni)
- Community Member

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

- Up to three-year opportunity with an annual review and re-commitment
- Salary & Benefits (for specific questions send an email to [fellowship@ciscentraltexas.org](mailto:fellowship@ciscentraltexas.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
- Ongoing skill-building and training courses tailored to your particular needs
- Practical leadership and management skills
- 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?

- There is a 40/hour a week opportunity and a 30/hour a week opportunity
- Fellowships are up to 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 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 students who have graduated from high school.
- 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 (ADF) if I am a former student from another affiliate (i.e. South Central TX)?**

Yes. This fellowship is open to all former Communities In Schools students.

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

- You may join the free CISCT coach class while preparing your resume and application. 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 coach to receive individualized support in preparation for your interview.
- **Resume Coaching**
  - **When: Tuesday, May 24<sup>th</sup>**
  - **Time: 12:00pm - 1:00pm**
  - **Location: Virtual click [here](#) to RSVP**

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

- Recommendations for references: former supervisor, teacher, former CIS 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*. *\* At this moment we only need their name, email, and phone number. We will only reach out to them if you become a top applicant.*

**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 (3-5 minutes) 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](#) [You Tube 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 fellowship program. However, we will work with you during your last year to make sure you seek career opportunities with other agencies and secure employment that aligns with your professional and personal goals.

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

We are still in a "pilot" phase of the fellowship program, but we are hoping to create more opportunities like this in the years to come.

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

Yes, please join us. The resume and cover letter session are open to ALL our former students from CIS. This includes CIS of Central Texas HS Juniors and Seniors.

**Resume Workshop**

**When: Tuesday, May 24th**

**Time: 12:00pm - 1:00pm**

**Location: Virtual click [here](#) to RSVP**