



## MMA-Suffolk Municipal Fellowship Program

### Background:

Sponsored by Suffolk University and administered through the Massachusetts Municipal Association, the Municipal Fellowship Program offers exceptional municipal managers and employees in professional positions with cities and towns in the Commonwealth the opportunity to attend the Master in Public Administration (MPA) program at the Suffolk University Sawyer School of Business.

Municipal Fellowship recipients will receive a scholarship of up to \$28,000 (\$8,000 per academic year) while their community continues to provide their salary and position as recipients attend the program part-time. It is anticipated that two such scholarships will be available on a yearly basis. The program period starts each September. Its length will vary by student but is structured based on part-time attendance of two courses per semester for 5-7 semesters.

<b>Key Dates:</b>	February 10, 2022	Municipal Fellowship Program Online (Zoom) Information Session <i>Please click <a href="#">here</a> to register and receive the Zoom link</i>	3:00 PM
	May 1, 2022	Municipal Fellowship Program Applications Due	5:00 PM
	May/June 2022	Municipal Fellowship Program Selected Applicants Interviews	

### Eligibility & Exclusions:

An applicant for the Municipal Suffolk Fellowship Program must:

- Be a college graduate;
- Be accepted for admission by Suffolk University, Sawyer Business School for its MPA Program;
- Upon application, occupy a full-time position, be paid from and have at least twelve months of full-time service with a city or town in the Commonwealth, be in an active status, and serve in a position classified as management or professional;
- Possess at least four years of full-time equivalent of professional work experience as of January 1, 2022, in federal, state, municipal or county government in a professional position including time spent as a consultant or volunteer working for a public or private non-profit organization; or as a manager in a private non-profit organization;
- Be recommended by the appointing authority and supervisor;
- Be willing to sign an agreement to continue serving in a Massachusetts municipal government in the same or higher position for a minimum of two years following graduation with financial consequences if one defaults on the agreement;
- Not have applied for the Suffolk Fellowship more than three (3) times.

Note:

- Applicants who have a graduate degree in another field must specifically address how an MPA would help them achieve their career goals;
- Graduates of the MMA-Suffolk Certificate in Local Government Leadership and Management Program will be given additional consideration. Proof of graduation from the Certificate program must be submitted with the Fellowship Application.

Exclusions:

The following categories of employees are excluded:

- Contract employees
- Employees employed by a school department
- Employed by Massachusetts public authorities or other quasi-public agencies
- Employed by county government organizations

**Selection Process:**

A Municipal Fellowship Program Committee will review all applications and determine which applicants will be invited for an interview and select finalists. Committee members shall recuse themselves from applications from the community they represent. The interview team will include a representative from Suffolk University. Approximately four to six finalists will be selected and presented to the Executive Director and Suffolk University for final selection. Final selection will rest with Suffolk University.

**Community Support Work Plan:**

Each municipal government must develop a work plan with the applicant that defines a plan to allow the applicant to both succeed in their position as well as excel in the program of studies necessary to obtain the MPA degree. The plan may include time off and flexibility, additional financial support, or support in other areas. The applicant must be guaranteed to not be reduced in pay and must be made whole in all benefits. The plan must be valid for the 24 months that the applicant has to obtain the MPA degree per the conditions of this program. This plan must be approved and signed by your department supervisor and the CEO/CAO of the municipality.



Massachusetts  
Municipal  
Association

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## Massachusetts Municipal Association – Suffolk University

### Municipal Fellowship Program

#### Application

Deadline for applications is **May 1, 2022 at 5:00pm**  
Applications should be emailed to Kate Evarts at [kevarts@mma.org](mailto:kevarts@mma.org)

#### **Fellowship period begins: September 2022**

A completed application must include:

- x This application filled out completely and signed by you;
- x This application signed by your department's supervisor and community's mayor, town administrator, or town manager or, in Boston, by the chief of personnel;
- x Letter of recommendation forms from your department supervisor and the CEO/CAO of your municipality;
- x Proof of graduation from the MMA-Suffolk University Certificate in Local Government Leadership and Management Program, if applicable; and
- x Your most recent resume.

**Please note that you must be accepted for admission to the Master in Public Administration (MPA) program at the Suffolk University Sawyer School of Business in order to be eligible for the MMA-Suffolk Municipal Fellowship.** MPA program applications must be submitted directly to Suffolk University by May 1, 2022. For more information about the Suffolk University MPA program and to apply online, please visit [www.suffolk.edu/grad](http://www.suffolk.edu/grad) or [www.suffolk.edu/mpa](http://www.suffolk.edu/mpa).

#### **Applicant Information:**

Name: \_\_\_\_\_

Community: \_\_\_\_\_

Municipal department: \_\_\_\_\_

Job title: \_\_\_\_\_

Work email: \_\_\_\_\_

Supervisor's name: \_\_\_\_\_

Supervisor's email: \_\_\_\_\_

**Educational Background:**

College (name of college, degree earned, and year graduated):

\_\_\_\_\_

MMA-Suffolk Certificate in Local Government Leadership and Management (program location and year graduated):

\_\_\_\_\_

Graduate School (name of school, degree earned, and year graduated):

\_\_\_\_\_

- If you have a graduate degree in another field, please specifically address how an MPA would help you achieve your professional goals:

**Assertions:**

By signing below, I acknowledge that I understand the eligibility requirements of the Municipal Fellowship Program. It is the responsibility of each applicant to develop a work plan with their community that allows the applicant to both succeed in their position as well as excel in the program of studies necessary to obtain the MPA degree. If selected as a finalist, you will be asked to detail this work plan in an interview with the Municipal Fellowship Program Committee.

Admission to the program is discretionary.

**Applicant's Signature:**

Applicant's signature and date:

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**Recommendations:**

I recommend this candidate for the MMA-Suffolk University Municipal Fellowship Program.

Department Supervisor's signature and date:

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Mayor/Town Administrator/Town Manager's signature and date:

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**Application Deadline: May 1, 2022**

Additional information: [www.mma.org/Suffolk](http://www.mma.org/Suffolk)  
Contact: Katie McCue at 617-426-7272 ext. 111 or [kmccue@mma.org](mailto:kmccue@mma.org)  
Applications should be emailed to Kate Everts at [kevarts@mma.org](mailto:kevarts@mma.org)