THE EDWIN G. MICHAELIAN SCHOLARSHIP

A Program to Promote Excellence in Government

A WESTCHESTER COUNTY/PACE UNIVERSITY PARTNERSHIP

County and local municipal employees are invited to apply for Edwin G. Michaelian Scholarships. Scholarships are granted by Westchester County government to support the funding of <u>graduate</u> courses at Pace University leading to degrees in Public Administration, Nursing Administration, Computer Science, Business Administration, and Public Safety & Homeland Security.

Through the good offices of Pace University and at no cost to our taxpayers, Michaelian Scholarships fund 25% percent of tuition costs per semester. It is the responsibility of the Scholar to fund the remaining 75% percent at the time of school registration. This scholarship does allow the option of other sources to fund the balance (e.g., tuition reimbursement, educational loans).

ELIGIBILITY:

Applicants should meet the following guidelines:
- A valued employee of Westchester County or local municipality
- Bachelor's Degree
- At least 3 years employment in government
- Career goals consistent with the overall sponsoring government.

APPLICATION PROCEDURE:

All candidates must apply for an Edwin G. Michaelian Scholarship by submitting an application (Sections I and II). Completed applications must be submitted by **June 5, 2017** to:

Paula Nisbett
Westchester County Department of Human Resources
148 Martine Avenue, Suite 100
White Plains, New York 10601
par3@westchestergov.com

PACE UNIVERSITY SERVICES:

Pace University invites individuals considering graduate studies to contact their staff. Advisors are available to provide information about admissions and degree requirements. To arrange for an appointment, call these coordinators:

> Public Administration - Lorraine Monaco at 422-4298
> Computer Science - Bernice Houle at 773-3592
> Nursing – Dr. Joanne Singleton at 773-3550
> Business – Germaine Hodges at 422-4188
> Public Safety & Homeland Security – Joe Ryan at 773-3814
> Admissions – Susan Ford at 422-4283

Application for scholarship is a separate process than applying for admission to Pace University. Admission applications must be submitted directly to Pace University Graduate Admissions Office. The Lubin School of Business requires acceptance as a matriculated student prior to registration. All other programs will allow Michaelian Scholars to register as non-matriculated students before being accepted to the university.

SELECTION PROCESS:

Qualified applicants will be recommended to the County Executive for selection as Michaelian Scholars.

Each candidate will be evaluated on a variety of factors including job functions, career goals, accomplishments and recommendations from their organization. Candidates might be interviewed, as needed.

Candidates approved for scholarships need not reapply each semester as long as they maintain a B+ G.P.A., and are still employed by the municipality that nominated them.

All decisions are expected to be made by August, and will be communicated to the candidates in order to register for Fall semester.

For further inquiries regarding this program, please e-mail Paula Nisbett at par3@westchestergov.com or call 995-3306. Academic inquiries should be made directly to Pace University.

NOTE:	THE MICHAELIAN SELECTION PROCESS OCCURS ONCE A YEAR, FOR THE FALL/SPRING ACADEMIC CALENDAR.

Attachments
1/16

THE EDWIN G. MICHAELIAN SCHOLARSHIP

APPLICATION - 2017

Section I must be completed by the applicant. Section II must be completed by the applicant's manager and signed by the commissioner or appointing authority.

SECTION I
Please type or print legibly.

PERSONAL DATA:

Name:_____

Title:_____

Department/Municipality:_____Division/Section:_____

Work Address:_____

Home Address:_____

Work Phone #:_____ E-mail address:_____

Years in Current Position: _____Years in Government:_____

1. Describe your present job responsibilities and <u>attach a copy of your current job description and resume.</u>

_____

_____

_____

_____

2. If your responsibility includes administrative supervision, specify the number of people who directly report to you and briefly describe their functions.

_____

_____

_____

_____

3. List your educational credentials.

School:_____ Degree _____ Major_____ Dates Attended _____

School:_____ Degree _____ Major_____ Dates Attended _____

School:_____ Degree _____ Major_____ Dates Attended _____

4. In addition to this application, please describe recent personal initiatives you have undertaken to enhance your management skills.

_____

_____

_____

_____

5. Describe your career goals.

_____

_____

_____

_____

6.   Indicate which Pace graduate program you plan to attend:

Public Administration _____   Nursing Administration _____

Computer Science/Info Systems _____ Business Administration_____

Public Safety & Homeland Security _____

7.   Are you currently attending classes at Pace: Yes_____ No_____
     If so, how many credits have you received?   _____

8.   If you have selected specific courses, explain how they complement your
     job responsibilities:

_____

_____

_____

9.   Include any additional information which you believe is pertinent (other
     work experience, volunteer work, professional associations, awards, etc.)

_____

_____

_____

_____
Applicant's Signature

_____
Date

THE APPLICANT SHOULD SUBMIT SECTIONS I AND II OF THIS APPLICATION BY June 5, 2017 **TO:**

> **Paula Nisbett**
> **Westchester County Dept. of Human Resources**
> **148 Martine Avenue – Suite 100**
> **White Plains, New York 10601**
> par3@westchestergov.com

THE EDWIN G. MICHAELIAN SCHOLARSHIP

SECTION II

MANAGER'S RECOMMENDATION
(To be completed and signed by the applicant's manager and signed by the commissioner or appointing authority.)

1. Why are you recommending this employee for the Edwin G. Michaelian Scholarship?

    _____

    _____

    _____

    _____

    _____

    _____

    _____

2. Describe the special achievements accomplished by this employee, which distinguishes him/her from others.

    _____

    _____

    _____

    _____

    _____

3.   Please comment on the employee's selection of graduate program and courses:

_____

_____

_____

_____

4.   Please indicate:

How long have you been in your current position? _____

How long have you supervised this applicant? _____

_____   _____
MANAGER'S NAME (PRINT)   DATE

_____
MANAGER'S TITLE

_____
MANAGER'S SIGNATURE

_____   _____
COMMISSIONER OR APPOINTING   **DATE**
AUTHORITY'S SIGNATURE

THE APPLICANT SHOULD SUBMIT SECTIONS I AND II OF THIS APPLICATION BY <u>June 5, 2017</u> **TO:**

Paula Nisbett
Department of Human Resources
148 Martine Avenue – Suite 100
White Plains, New York 10601
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