

## **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 graduate 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 27, 2014** to:

Paula Nisbett  
Westchester County Department of Human Resources  
148 Martine Avenue, Suite 100  
White Plains, New York 10601  
[par3@westchestergov.com](mailto: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 - Susan Daria at 422-4298
- Computer Science - Louise Kleinbaum at 422-4191
- 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](mailto:par3@westchestergov.com) or call 995-3306. Academic inquiries should be made directly to Pace University.

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



## THE EDWIN G. MICHAELIAN SCHOLARSHIP

### APPLICATION - 2014

**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 attach a copy of your current job description and resume.

---

---

---

---

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 27, 2014 TO:**

**Paula Nisbett  
Westchester County Dept. of Human Resources  
148 Martine Avenue – Suite 100  
White Plains, New York 10601  
[par3@westchestergov.com](mailto: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  
AUTHORITY'S SIGNATURE**

\_\_\_\_\_  
**DATE**

**THE APPLICANT SHOULD SUBMIT SECTIONS I AND II OF THIS  
APPLICATION BY June 27, 2014 TO:**

**Paula Nisbett  
Department of Human Resources  
148 Martine Avenue - Suite 100  
White Plains, New York 10601  
[par3@westchestergov.com](mailto:par3@westchestergov.com)**