

How to Apply

Applications are now being accepted for the 2019 – 2021 term.

Applications will be accepted until April 30, 2019. To apply, please submit the following:

- 1. Resume**
- 2. Statement of Interest:** Explain your interest in public service and the work of the Office of the Inspector General. Describe how this fellowship will also help you achieve your career goals.
- 3. Personal Statement:** The Office is committed to fostering a diverse and talented workforce. Describe how your unique background, experience and/or skills will contribute to the Office and our engagement with the public.

The statement of interest and personal statement should be limited to one page each.

Applications may be submitted via email, mail or in person. Please submit your resume, statement of interest and personal statement to:

Mary Beth Farrelly, Chief Financial Officer
Office of the Inspector General
One Ashburton Place, Room 1311
Boston, MA 02108
IGOFellowship@mass.gov
(617) 727-9140

Selected candidates will be invited for interviews in May and June 2019. Offers will be extended in June 2019. The position will begin on September 3, 2019.

The Office will gladly assist applicants in need of accommodations during the application process.

For questions or assistance, please contact us at IGOFellowship@mass.gov or (617) 727-9140.

FOR ADDITIONAL INFORMATION,
PLEASE VISIT OUR WEBSITE AT
WWW.MASS.GOV/IG

OFFICE OF THE INSPECTOR GENERAL COMMONWEALTH OF MASSACHUSETTS

Mission

The Office of the Inspector General is an independent oversight agency that promotes good government by preventing and detecting the misuse of public funds and public property.

The Office conducts confidential investigations, improves transparency in government, helps government run more effectively, and educates government employees and the public to help government operate efficiently and use public funds appropriately.

Vision

Enhancing public confidence in government, ensuring accountability, and promoting the best interests of the people of the Commonwealth in the use of public funds and property.

Values

- Accountability and Excellence
- Collaboration and Internal Communication
- Confidentiality
- Improvement and Innovation
- Independence and Objectivity
- Integrity and Respect
- Outreach and External Communication



OFFICE OF THE INSPECTOR GENERAL COMMONWEALTH OF MASSACHUSETTS

DR. FRANCES BURKE DIVERSITY FELLOWSHIP FOR INVESTIGATORS



GLENN A. CUNHA INSPECTOR GENERAL

ONE ASHBURTON PLACE, ROOM 1311
BOSTON, MA 02108
(617) 727-9140
WWW.MASS.GOV/IG

A MESSAGE FROM
INSPECTOR GENERAL

GLENN A. CUNHA

I am pleased to announce the creation of two new fellowship programs in the Office of the Inspector General to improve our recruiting of qualified candidates and increase our diversity. Starting in September 2019, we will have our first Burke Diversity Fellow and we will welcome our first legal fellow in September 2020. Both positions will be two-year appointments.

Our fellowship programs will provide substantive and valuable experience to individuals with strong character and a commitment to public service. The programs are designed to allow Fellows to learn about the wide variety of work our Office performs, with the hope of offering full-time employment at the end of the fellowship.

An important goal of our fellowship programs is to recruit individuals who will contribute to diversity and inclusion in the Office. Diversity comes in many forms and we are looking for candidates whose unique set of experiences, background and skills will contribute to the Office and our engagement with the public. I look forward to the successful initiation of this exciting opportunity.

Sincerely,



Glenn A. Cunha



About the Fellowship

The Dr. Frances Burke Diversity Fellowship for Investigators will provide opportunities for motivated professionals who have a desire to begin a career in investigations and who are eager to gain valuable investigative experience while serving the people of the Commonwealth. We are seeking candidates who will contribute to the Office's diversity of background, experience and skills.

During a two-year tenure at the Office, the Burke Fellow will work in three of the Office's investigative divisions. The Fellow will receive training, guidance and mentorship from senior staff members, and will be responsible for conducting criminal and civil investigations relating to fraud, waste and abuse of public funds.

The Fellowship is a full-time, two-year commitment. Full-time employee benefits will be available to Fellows. Salary will be \$40,000 per year. Fellows may be considered for regular full-time employment with the Office at the end of their term.

The Office is honored to name this fellowship after Dr. Frances Burke (1928-2016), who was a staunch advocate for ethical decision making and a champion for women in government. In the late 1970s, Dr. Burke served as a member of the Ward Commission, which led to the creation of our Office.

Dr. Burke had a distinguished academic career as a professor at Suffolk University and chaired the public management department. She traveled the world teaching ethics to public officials and coedited a book on the topic. Throughout her career, Dr. Burke fostered dialogue and unity among people with diverse viewpoints.



Fellowship Duties

- Evaluate complaints and develop case plans
- Conduct interviews, perform research, query databases and analyze evidence
- Prepare case reports, document requests, summonses and administrative letters
- Participate in case meetings and provide court testimony if required
- Identify control weaknesses, fraud, the misuse or waste of funds and opportunities for cost savings
- Work cooperatively with other law enforcement and prosecutorial agencies
- Participate in office-wide initiatives or projects
- Perform additional duties as assigned

Selection Criteria

The Office is seeking candidates who meet the following criteria:

- High school diploma or equivalent
- Relevant work experience or a degree from an accredited college or university
- Strong interest in public service and investigations
- Commitment to diversity and inclusion

Candidates will also be evaluated on the basis of several other factors, including:

- Knowledge, experience and ability in areas such as research, writing, analytical thinking, computer skills and communication
- Professional or personal experience that aligns with the mission of the Office of the Inspector General
- Demonstrated engagement and leadership in school and/or community activities
- Proven flexibility to work in a variety of challenging roles and strong interpersonal skills