



MBA Special Advisor Fellowship

Embark on a Journey of Global Impact: A Unique Opportunity to Become an Advisor for Smart Management & Public Sector Innovation at the U.S. Department of State

Overview

The Office of Management Strategy & Solutions at the U.S. Department of State invites ambitious MBA graduates to apply for an exclusive fellowship designed to harness your business acumen to strengthen the Department's strategic management and operations capabilities.

The fellowship provides a range of opportunities to serve as special advisors to Department leadership and enhance the management platform that we rely on to advance U.S. foreign policy.

Applications Open October 2024

**Fellowships will commence in July 2025*

Follow the QR code to visit our careers.state.gov site for program details, eligibility requirements, and application instructions. Please reach out to MBAFellowship@state.gov with any questions.

Program Benefits

Solve Challenges with Global Impacts

The Department of State's mission and global footprint means there is no lack of interesting, high-impact work. Your contributions will impact more than just the bottom line. Ultimately, modernizing the Department's management platforms enables better mission execution, improving how we serve the American people and the world.

A Unique Career Path to Public Service

The fellowship is designed for participants to achieve substantive, real-world outcomes and open doors for a long-term career trajectory within the Department or other U.S. government agency. At the conclusion of the one-year program, host bureaus have the option to extend the fellowship term for up to three additional years.

Employment Benefits

- Starting salary - General Schedule (GS) pay scale GS-9 up to GS-13 (depending on previous work experience)
- Paid Time Off (vacation days, federal holidays, sick leave, parental leave)
- Medical and Dental Insurance
- Public transportation subsidy



See reverse side for 2025 Fellowship Opportunities!



MBA Special Advisor Fellowship

Embark on a Journey of Global Impact: A Unique Opportunity to Become an Advisor for Smart Management & Public Sector Innovation at the U.S. Department of State

2025 Fellowship Opportunities

For the next Fellowship cohort, which will begin in July 2025, the Department is pleased to offer the following four (4) opportunities:

Work in the Executive Office (EX) that supports State's Bureaus of Near Eastern Affairs and South and Central Asia Affairs as a **data and analytics advisor**. Lead data analytics in support of EX policy, budget, and operational goals, engage stakeholders in domestic offices and overseas posts. Provide written recommendations to leadership on a range of operational topics including resource allocation and process improvement and work with EX teams to implement changes as needed.

Support State's Bureau of Administration (A) as an **operations management advisor**. Analyze enterprise service delivery for a range of A bureau operations and identify opportunities for improvement/optimization. Advise leadership on recommendations and monitor implementation.

Work in the Bureau of Consular Affairs' (CA) Office of Policy Coordination and Public Affairs as a **data and analytics advisor**. Analyze passport and visa processing data to identify key trends and economic impacts on U.S. communities. Coordinate with other U.S. departments and agencies to enhance context and depth of economic data related to CA services. Enhance CA strategic storytelling using compelling data-driven narratives to communicate the domestic economic impact of consular work.

Support State's Bureau of Administration (A) as a **financial management advisor**. Utilize cost-modelling and scenario analysis to evaluate and forecast resource allocation needs across a range of A Bureau operations including building services, global publishing, and fleet management. Lead the design and implement the rollout plan integrating organizational change management strategies, train stakeholders, and establish KPIs for ongoing cost efficiency monitoring and improvement initiatives.



Follow the QR code to visit our careers.state.gov site for program details, eligibility requirements, and application instructions.



Empowering the Next Generation of Technology Leaders in the U.S. Foreign Service



The Foreign Affairs Information Technology (FAIT) Fellowship is designed for highly talented individuals who want to pursue an IT-related bachelor's or master's degree and a career as a Foreign Service Diplomatic Technology Officer (DTO), supporting diplomacy through technology around the world.

As one of several high-profile U.S. Department of State diversity recruitment programs, the FAIT Fellowship focuses on attracting and growing top technology talent that reflects the diversity of the United States. Women, members of minority groups underrepresented in the Foreign Service, and those with financial need, are encouraged to apply.

FOREIGN
AFFAIRS **IT**
Fellowship

As a FAIT Fellow, you will receive:

- **Up to \$43,500 annually** in academic funding for the last two years of a full-time bachelor's degree program or for a two-year full-time master's degree program.
- **Two summer internships** (with stipends, housing and travel allowances): one in Washington, D.C. at the Department of State and one overseas at a U. S. embassy or consulate.
- **Professional development**, including a 10-week series during the first summer internship in D.C.
- **Mentoring** from a Foreign Service DTO throughout the duration of the fellowship.
- **An appointment** as a Foreign Service DTO upon successful completion of the program and Foreign Service entry requirements. Fellows agree to a five-year commitment upon entry into the Foreign Service.

To be eligible to apply, you must:

- Be a U.S. citizen.
- Be enrolled or planning to enroll full-time in an IT-related degree program at a U.S.-based accredited institution.
- Be on timeline to graduate with your bachelor's or master's degree after completing four full-time consecutive semesters as a FAIT Fellow.
- Hold a minimum 3.2 GPA on a 4.0 scale at the time of the application, and maintain this GPA throughout the program.

See detailed eligibility criteria on the website at FAITFellowship.org.



To learn more and apply, visit FAITFellowship.org



As a FAIT Fellow, you must:

- Attend the orientation in Washington, D.C., which takes place in June after selection.
- Obtain and maintain [security and suitability clearances](#) and [meet minimum medical qualification standards](#).
- Maintain your status as a full-time student (fall and spring semesters) in your approved degree program.
- Maintain a minimum 3.2 GPA and stay on the two-year timeline to graduate with your degree.
- Fulfill the summer internship obligations during your first year and second year as a FAIT Fellow.
- Agree to a minimum five-year commitment with the Foreign Service upon successful completion of the program and Foreign Service requirements.
- Be prepared to enter the Foreign Service after you complete the two-year fellowship.

As a Foreign Service DTO, you will:

- Safeguard communications and promote transparent, interconnected diplomacy throughout more than 270 U.S. embassies, consulates and missions abroad.
- Have the unique opportunity to engage in diplomacy and make a positive impact worldwide – all while developing yourself personally and professionally.
- Experience daily the challenge and excitement of a career at the intersection of information technology and foreign affairs.

Are You Ready to Start Your Journey?



FAITFellowship.org



FAITFellowship@twc.edu



[@FAITFellowship](https://www.facebook.com/FAITFellowship)



[@FAITFellowship](https://twitter.com/FAITFellowship)



[@fait_fellowship](https://www.instagram.com/fait_fellowship)



[LinkedIn.com/company/fait-fellowship](https://www.linkedin.com/company/fait-fellowship)