

Northeastern University and the Public Sector Consortium
COOP Program Commitment Letter

The city/town/state/organization of _____ is participating in the Public Sector Leadership Corps, a joint effort between the Public Sector Consortium and Northeastern University. The purpose of the program is to recruit and develop Northeastern University COOP students who may be interested in pursuing a career in public service leadership. The program provides work experiences, classroom training and mentored coaching on the job to assure a level of commitment and expertise that would prepare students for a career in public service.

The benefit to the city/town/state/organization is to have interested, skilled applicants to select from as they have vacancies or new positions in the future. The organization will have the opportunity to observe the performance and interpersonal skills of the individuals prior to offering them a long-term employment opportunity. The city/town/state/organization agrees to the following:

1. Provide an orientation to the organization (history, policies, governance structures culture, geography).
2. Train them on the work they will be asked to perform. Introduce them to the key staff they will be working with. Provide information to the student regarding the issues facing the organization and the community, and the major challenges and projects that the student will be working on.
3. Assign a senior staff mentor to show them how things work in the organization, be available for questions and coaching. Work with the student to identify and complete the recommended Individual Development Plan specific to the student's needs and work in the community.
4. Provide the opportunity to shadow one of the town's key leaders for a day, visit the neighborhoods and constituencies of the community, attend public meetings and other key meetings.
5. Provide the opportunity to attend the Leadership Matters Training Program conducted by the Public Sector Consortium (7 days over four months) as well as other in-house training as appropriate.
6. Ensure that the student work on projects at an entry level. They will attend meetings and work with other staff. Although they may have some duties which are clerical in nature, that will not be the primary focus of the job.
7. Determine a salary within the recommended range of \$18.00 and \$25.00 per hour.
8. Ensure that the student is considered a full-time employee, with social security deductions and receiving a W-2 annually (e.g. not a contract employee). They also will work a minimum of 32 hours up to a maximum of 40 hours per week.

City/Town/Organization Representative/Date

Public Sector Consortium/Date