



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!



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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.

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