

2018-2020 UW Health Administrative Fellowship

UW Health offers a two-year Administrative Fellowship. This program is designed to cultivate leaders in the field of academic health care by fostering close working relationships with senior leadership while exposing the Fellow to a diverse array of operational activities.

The Fellow will spend two years working with senior leadership teams of the health systems' inpatient and ambulatory operations. Additionally, the Fellow will engage with the School of Medicine and Public Health to further develop competencies related specifically to academic health care. The two-year program is designed to provide the Fellow with system-level learning through projects focused on the highest strategic initiatives of UW Health, as well as provide experience in day-to-day operations of an academic medical center through rotations and immersion experiences.

There are four program preceptors who serve as advisors to the Fellow throughout:

- **Bob Flannery**, Senior Vice President, Chief Financial Officer
- **Tim Gaillard**, Senior Vice President, Chief Operating Officer of University Hospital
- **Kenneth Mount**, Senior Associate Dean for Finance at the UW School of Medicine and Public Health
- **Teresa Neely**, Senior Vice President, Chief Ambulatory Officer and Chief Nursing Officer, Ambulatory

Fellows will contribute to systems-level project work that is aligned with UW Health's current Strategic Plan and the interests of the Fellow. Areas of opportunity for project work include, but are not limited to:

- Clinical Operations
- New Business Development
- Organizational Development
- Patient Experience
- Population Health

In addition, the Fellow will complete Core Competency rotations to ensure readiness for leadership within an academic medical center upon completion of the Fellowship. Core Competency areas include:

- Ambulatory Clinics Operations
- Ancillary and Support Services
- Clinical & Translational Research
- Finance
- Health System Governance
- Hospital Operations
- Human Resources
- Information Systems
- Inpatient Operations
- Marketing
- Nurse Management
- Physician Recruitment
- Quality Improvement

Qualifications and Application Information

Candidates for the UW Health Administrative Fellowship should be currently enrolled in or have recently completed an accredited graduate program in Health Administration (MHA/MBA/MHSA/MPH). Course work must be complete prior to the start of the Fellowship in July 2018. Applicants must be either a citizen of the United States or be able to maintain work authorization throughout the Fellowship. UW Health does not offer visa sponsorship to candidates for the Fellowship program.

Candidates should demonstrate the following qualities:

- Ability to manage multiple projects and meet deadlines
- Leadership, independence, and initiative
- Excellent written and verbal communication
- Self-motivated and teamwork-oriented
- Effective interpersonal skills
- Strong analytical and conceptual skills
- Presentation and facilitation skills
- Organizational skills
- Interest in the management and operation of an academic medical center

Qualified candidates for the 2018-2020 Administrative Fellowship must submit a formal employment application at uwhealth.org/careers under “Careers at UW Health.” Perform a keyword search for “Administrative Fellow.”

Within the online application, please attach the below materials in the following order as one consolidated PDF document:

- Cover Letter
- Resume
- Personal statement of interest in pursuing an Administrative Fellowship at UW Health (one page)
- Three letters of recommendation (at least one from a past or current employer)
- Official graduate school transcript.

If you are unable to attach letters of recommendation or your transcript to the online application, please send (in one packet) to:

UW Health

Attn: Nadia Albert & Margaret Benson – First Year Administrative Fellows

600 Highland Avenue H4/860

Madison, WI 53792-8360

All application materials must be received by September 1, 2017.

Candidates will be contacted to schedule a telephone interview in mid-September. Onsite interviews and candidate selection will occur in October.

If you have any further questions about the Fellowship experience, please contact:

- Nadia Albert, First Year Administrative Fellow
- Margaret Benson, First Year Administrative Fellow
- Innocent Okechukwu, Second Year Administrative Fellow: IOkechukwu@uwhealth.org
- Rachel Zorn, Second Year Administrative Fellow: RZorn@uwhealth.org