Administrative Fellowship
Jefferson Health – New Jersey

- **Start Date:** July 1, 2023
- **Positions:** Two (Full Time)
- **Duration:** 12 Months

**Position Description**
The administrative fellow will:

- work with administrative and physician leaders within Jefferson Health’s New Jersey division to execute the annual operating plan — including participation in key quality, safety, financial, people, operational, and strategic initiatives across the continuum of care.
- be a member of the division’s Operational Excellence team and accountable for project management, leading change initiatives, tracking performance measures, and working closely with multidisciplinary teams to drive transformation.
- receive mentoring, coaching, and supervision by the division’s senior leadership team.
- be in a high-visibility role and learn about all aspects of the healthcare industry, apply knowledge, and gain real-world experience in healthcare delivery, management, and leadership.

**Requirements**
- MBA, MHA, MPH, or related field, or fellowship requirement for graduation
- Must be vaccinated and boosted for COVID-19, per organizational policy
- Have an interest in operations — “hands-on” experience
- In-person role — virtual not permitted
- GPA of at least 3.0
- Secure & maintain U.S. legal residency

**Applications**
Materials due **Friday, September 9, 2022,** to Ellen.Mitchell2@jefferson.edu:
- Resume
- School transcript
- Personal statement
- One letter of recommendation

All applications will be reviewed by a Selection Committee the week of September 12th. Zoom interviews will take place the following week.

**Selection Committee**
- Brian Sweeney
  President & COO
- Bridget Feery
  AVP, Human Resources
- Amanda Kimmel
  VP, Ambulatory Ops., Jefferson Medical Group
- Jayci Knights, MD
  Associate Chief Medical Officer
- Ricardo Perez, DO
  VP, Jefferson Medical Group
- Autum Shingler-Nace, DO
  VP, Operations, Washington Twp. Hospital
- Kathleen Victor
  Corp. Dir., Performance Excellence & Regulatory

Questions? Contact Ellen Mitchell at Ellen.Mitchell2@jefferson.edu or 609-828-6617.