



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**,
*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.