**JOB DESCRIPTION:**

The Private Diagnostic Clinic (PDC) of Duke Health is the world-class, multi-specialty physician practice comprised of 140 clinics located throughout North Carolina. Founded in 1931, the PDC is one of the first and largest faculty practices in the United States. The PDC recruits the top physicians and employees and retains them by offering competitive salaries and benefits and a supportive work environment where passion and purpose connect.

The Administrative Fellowship at PDC is a 2-year program for Masters-level graduates or students whose program requires a year-long fellowship before graduation. The program offers career development opportunities, hands-on experiences in outpatient practice management, and exposure to one of the world's top academic medical centers. Fellows gain first-hand experience in dealing with the internal and external pressures that affect the local and national healthcare landscapes, and how they impact all entities within Duke Health.

The Administrative Fellow will obtain a comprehensive understanding of the PDC and its strategic initiatives through shadowing PDC leaders and leaders within Duke entities. In addition to structured rotations, the Administrative Fellow will work on projects to support the current strategic initiatives and organizational needs.

For more information about our Administrative Fellowship, please visit <https://pdc.dukehealth.org/careers/pdc-administrative-fellowship>

If you have any questions, please contact:

[pdcadministrativefellowship@dm.duke.edu](mailto:pdcadministrativefellowship@dm.duke.edu)

STATUS: Full-Time

LOCATION: Durham, North Carolina

SCHEDULE: Monday – Friday, Days

Report to: Vice President, Ambulatory Services

**JOB DUTIES:**

* Expected to attend and participate in meetings for the structured rotations
* Ongoing marketing and recruitment in the Fellowship Program to uphold continued excellence and expand our geographic reach
* Ensure meeting materials are prepared and summarize key points in meetings and distribute appropriately
* Analyze information for current initiatives and summarize into a high-level presentation for various projects
* Project management duties including updating key stakeholders when applicable
* Serve as a project liaison to divisions, DHAS, and other DUHS entities where appropriate

**REQUIRED QUALIFICATIONS:**

* Work requires organizational, analytical and communication skills acquired through the completion of a bachelor’s degree program in a business or healthcare-related field. A master’s degree in a business or healthcare-related field is required
* Applicants must have completed degree requirements for CAHME, AACSB, CEPH, and/or AUPHA-accredited Masters in Health Administration, Masters in Business Administration. We also accept applications from candidates whose programs require a one-year fellowship prior to graduation
* Prior internship or work experience in a healthcare setting. Working experience of Tableau and Visio is beneficial

**SUCCESSFUL APPLICANTS:**

* Are driven and team-oriented
* Have foundational knowledge in the core competencies of healthcare administration
* Desire personal and professional growth
* Are detailed oriented, conscientious and take pride in ensuring accuracy in their work
* Have an excellent knowledge of Excel and PowerPoint
* Have superb communication skills and ability to effectively analyze information in a useful way

**APPLICATION PROCESS:**

Applications for the 2022–2024 fellowship program **are now open**. The application deadline is **Friday**, **September 10, 2021**. First-round interviews will be conducted in late-September and final-round interviews will be conducted in Mid-October. Final selections will be determined in October.

Prior to initiating your application process, prepare the following items:

* Resume/CV
* Graduate School Transcript (Official)
* Undergraduate Transcript (Unofficial Accepted)
* 2 Letters of Recommendation (Academic and Professional)
  + ​Please address letters of recommendation to the "PDC Administrative Fellowship Selection Committee"
* 1-Page Statement of Purpose: *Explain how your life experiences and journey into healthcare influenced the person you are today and your decision to pursue an ambulatory administrative fellowship?*
* 1-Page Supplemental Essay: *Select one of PDC's values—teamwork, excellence, safety, integrity, and diversity—and describe its importance to healthcare leadership**.*
  + Personal and supplemental essays should be written in 12-point font, single spaced with 1-inch margins. Please adhere to word and page limits listed above.

**ADDITIONAL INFORMATION:**

Certain jobs in the Private Diagnostic Clinic may include essential job functions that require specific physical and/or mental abilities. Additional information and provision for requests for reasonable accommodation will be provided by each hiring department.

**COMMITMENT TO DIVERSITY:**

The Private Diagnostic Clinic is an Affirmative Action/Equal Opportunity Employer committed to providing employment opportunity without regard to an individual's age, color, disability, gender, gender expression, gender identity, genetic information, national origin, race, religion, sex, sexual orientation, or veteran status.

The PDC aspires to create a community built on collaboration, innovation, creativity, and belonging. Our collective success depends on the robust exchange of ideas-an exchange that is best when the rich diversity of our perspectives, backgrounds, and experiences flourishes. To achieve this exchange, it is essential that all members of the community feel secure and welcome, that the contributions of all individuals are respected, and that all voices are heard. All members of our community have a responsibility to uphold these values.

The intent of this job description is to provide a representative and level of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Employees may be directed to perform job-related tasks other than those specifically presented in this description.