

Administrative Fellowship



Summer/Fall 2022

IN THIS ISSUE

- › Fellowship Overview
- › A Message from the Preceptor
- › Words from a Past Fellow
- › Application Details

CONTACT US

The University
of Chicago Medicine

ADMINISTRATIVE FELLOWS

Monroe Chen – 1st Year
Natalie Gaines – 1st Year

PHONE NUMBER

773-702-4602

OR

773-834-6016

EMAIL

adminfellow@uchospitals.edu

The University of Chicago Medicine Administrative Fellowship

The University of Chicago Medicine & Biological Sciences has been at the forefront of medical care, research & teaching for more than 90 years. Located in historic Hyde Park on the South Side of Chicago, UChicago Medicine includes the Center for Care and Discovery, Comer Children's Hospital, Duchossois Center for Advanced Medicine, Ingalls Memorial Hospital, and numerous outpatient clinics throughout the Chicago area.

The Administrative Fellowship serves to cultivate a new generation of leaders through opportunities to strengthen their understanding of hospital operations in an academic medical center. Fellows are mentored by and report to the Chief Operating Officer.

Fellows work closely with senior executive leadership and the hospital operations team on a daily basis. During the course of the fellowship, individuals will develop their leadership, analytical and communication skills.



During the first year of the fellowship, fellows complete 23 different one to three week rotations to gain a comprehensive understanding of the entire organization. In the second year, fellows become active members of a local management team thereby enabling the fellow to gain a detailed understanding of area specific operations.

Fellows will become fully embedded within UChicago Medicine. In addition to project work, fellows participate in standing leadership and organizational meetings that offer strategic insight into UChicago Medicine initiatives. Fellows are also paired with a past fellow to use as an additional resource and guide throughout the process.

A Fellowship Designed to Mold Future Leaders



The Administrative Fellowship at UChicago Medicine provides a great opportunity for new leaders in healthcare to obtain practical knowledge of the complexities of running a billion plus dollar academic medical center.

Many of the members of our leadership were once fellows, and the entire senior leadership team provides outstanding mentorship. The fellowship offers the opportunity to learn LEAN management and complex project management in areas such as information systems, construction and strategic project execution. Skills developed during the two-year intensive program are transferrable to most any mid-level leadership position upon completion.

-Jason Keeler, Chief Operating Officer

Administrative Fellowship Testimonial

The Administrative Fellowship at UChicago Medicine is the ideal way for any aspiring healthcare executive to start their career. The fellowship provided me with the opportunity to see all aspects of the medical system and to work alongside frontline staff and senior leaders. Close collaboration with senior leadership fostered an environment where I could reach out to the leadership team for advice, to network, or simply to learn from them.

By the end of the fellowship, I was granted the opportunity to manage people, budgets, a multimillion dollar construction project, and high impact deliverables. Through the fellowship, I developed my leadership style, a strong professional network, and a rich portfolio of projects, positioning me for success as an early healthcare careerist.

**-Marcus Paschall, 2015-2017
Administrative Fellow**

For more information, please visit
<http://www.uchospitals.edu/jobs/administrative-fellowship/index.html>

How to Apply for the Administrative Fellowship

Interested applicants should submit the following materials by **Saturday, October 1, 2022**:

- Cover letter (salutation Jason Keeler, Chief Operating Officer)
- Resume
- Personal statement addressing qualifications, interest in the fellowship, and career objectives
- Official graduate school transcript and unofficial undergraduate transcript
- Three letters of recommendation, including one from the graduate program director

As a member of NCAF, UChicago Medicine Administrative Fellowship program will accept applications directly through [NCAF's National Administrative Fellowship Centralized Application Service \(NAFCAS\)](#).

It is preferred applicants apply through the NAFCAS website, but we will still accept completed application materials mailed in a single packet to the following address:

UChicago Medicine
5815 S. Maryland Ave
MC 2010
Chicago, IL 60637
Attn: Monique Mitchell



AT THE FOREFRONT
UChicago
Medicine