



The University of Chicago Medicine Administrative Internship

The Administrative Internship Program at the University of Chicago Medicine is an ideal launching point for those seeking to be among the next generation of health care leaders. Administrative Interns at UChicago Medicine will have the opportunity to strengthen their understanding of hospital operations and hospital management in one of the nation's leading academic medical centers.

During the summer, interns will be mentored by an executive leader in one of the institution's service lines as well as sponsored by Jason Keeler, EVP and Chief Operating Officer to ensure a well-rounded experience. Current Administrative Fellows will also serve as mentors and provide structured feedback throughout the internship.

Over the course of the internship, the Administrative Interns will have the opportunity to work on their leadership, analytical and communication skills. Prior to the start of the internship, the respective executive leaders will develop internship-spanning projects that will serve to advance UChicago Medicine's strategic objectives as well as align with the interests of the intern. Past interns have completed internships in Heart and Vascular, Patient Care Services, Emergency Medicine, Women's and Children's, and Ambulatory, among others.

Interns will work collectively with leaders across UChicago Medicine to complete a specific long-term project and report-out at the conclusion of the internship to UChicago Medicine senior leadership. Smaller scale projects may be acquired throughout the duration of the internship to aid in the intern's development and further UChicago Medicine's mission of being at the forefront of medicine.

Application Process

UChicago Medicine invites diverse and highly motivated candidates to apply for the 2022 Administrative Internship – a 10-week, paid summer program. The most promising candidates have a strong interest in health care administration, demonstrate high leadership potential, and have excellent academic performance. Qualified candidates must have the following:

- Current enrollment in an accredited master's degree program (MHA, MPH, MBA or related)
- Expected degree conferral after November 2022

Candidates should submit the following materials:

- Cover letter (salutation: Jason Keeler, Chief Operating Officer)
- Resume
- Unofficial transcripts from undergraduate and graduate school

To apply, please email all documents to adminfellow@uchospitals.edu by **5:00 PM CT Monday, December 6th, 2022**.

Application Due Date: December 6, 2022

Interview Process: Mid-December to early-February

Final Selection: early-February

Internship Start Date: June 2022

Internship End Date: August 2022