UNIVERSITY OF IOWA HEALTH CARE

University of Iowa Hospitals & Clinics Administrative Fellowship

Overview

The Administrative Fellowship at the University of Iowa (UI) Hospitals & Clinics is a one-year, project-based, postgraduate opportunity for emerging healthcare leaders with an interest in the academic medical center (AMC) setting. The fellowship begins in July and ends in June of the following year.

The fellow works under the direction of the CEO of UI Hospitals & Clinics through the Administrative Chief of Staff Office. The fellow completes projects which best match their interests and goals with institutional needs. The fellow gains an in-depth understanding of AMC operations through exposure to various clinical and administrative areas and immersive, hands-on learning experiences in this world-class teaching institution.

Through executive team mentorship, fellows work with increasing autonomy and responsibility to produce deliverables, preparing them for a successful health care leadership career.

Unique Program Features

- High visibility and impact through work on projects of operational and strategic importance to the CEO
- Team-based environment in which the fellow benefits from regular interaction and support from managers, directors, executives, and clinical leaders across the institution
- Significant exposure to management meetings
- Active participation in healthcare management education by serving as course assistant to executives who teach in the top-ranked University of Iowa MHA Program and by interacting with graduate students in the University of Iowa Department of Health Management and Policy

→ uihc.org/administrative-fellowship

About University of Iowa Health Care

University of Iowa Health Care is a fully integrated, internationally recognized academic medical center consisting of:

- University of Iowa Hospitals & Clinics
- University of Iowa Roy J. and Lucille A. Carver College of Medicine
- University of Iowa Physicians, Iowa's largest multi-specialty medical and surgical group practice

Working together, we serve the state of Iowa by offering care and hope to patients, discovering new ways to treat disease, and training tomorrow's doctors and health professionals.

About University of Iowa Hospitals & Clinics

UI Hospitals & Clinics is an 860-bed, state-owned hospital that provides exemplary care to all of Iowa and beyond. As a cornerstone of Iowa's health care system, it comprises:

- Over 16,500 employees, students, and volunteers
- Over 200 outpatient clinics and care areas
- Over 32,600 annual inpatient visits*
- Over 1.3 million annual clinic visits*
- UI Stead Family Children's Hospital, Iowa's only comprehensive children's hospital
- UI Holden Comprehensive Cancer Center, Iowa's only NCI-designated Comprehensive Cancer Center

**in fiscal year 2022*

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Example Previous Fellow Projects

- Analyzed market supply/demand to determine targeted placement opportunities for Obstetrics and Orthopedics
- Created real-time staffing tool to monitor worked and non-worked hours during the COVID-19 pandemic
- Developed storyboard components to be included in UIHC's application to build a $230M healthcare facility in North Liberty, IA
- Partnered with clinical and administrative leaders to develop a new clinical performance dashboard for the Department of Cardiothoracic Surgery.
- Worked with Emergency Medicine and Psychiatry leaders to develop a proposal for a Psychiatric Emergency Department Consult Team

Post-Fellowship Opportunities

Former fellows have transitioned into a wide variety of post-fellowship roles within UI Hospitals & Clinics. Example post-fellowship job titles include, but are not limited to, Operations Planner, Strategy Consultant, Program Manager, and Project Manager. Although the entire staff is committed to integrate and retain high-quality fellows, there is no guarantee of a post-fellowship offer or placement within the organization.

→ **uihc.org/administrative-fellowship**

Recognition

- UI Hospitals & Clinics ranks among the nations best, with four adult specialties ranked by U.S. News & World Report.
- UI Stead Family Children's Hospital is ranked by U.S. News & World Report in seven specialties and is Iowa's only nationally ranked children's hospital.
- UI Health Care has frequently been recognized by major publications as one of healthcare's best employers for diversity.

About Iowa City

- Iowa City routinely ranks among the best places to live in America, routinely appearing on "best of" lists for housing affordability, low crime rates, excellent schools, and more.
- Iowa City is a vibrant, internationally known city, designated by UNESCO as the world's third City of Literature in 2008.

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Qualifications

- Prior to the start of the fellowship, receipt of an MBA, MHA, MPA, MPH, or similar degree from a graduate program accredited by CAHME or other recognized accrediting body (e.g., AACSB, CEPH, etc.)
- Strong academic performance
- Professional attributes such as strong analytical skills, drive, verbal and written communication skills, and a self-starting attitude.
- Previous relevant experience (1-3 years) in health care, a health-related industry, or business administration
- Proficiency in software applications such as Microsoft Office
- An interest in the academic medical center environment

Available Positions in 2024-2025

UI Hospitals & Clinics intends to select one (1) administrative fellow for 2024-2025.

Contact Information

Questions regarding the Administrative Fellowship should be directed to:

Nigel Gawa, MHA
Administrative Fellow, 2023-2024
Email: nigel-gawa@uiowa.edu

Application Timeline

- Sept. 8, 2023 – Application due
- Mid-to-late September 2023 – First-round phone interviews; final-round interviews; recipient announced
- July 2024 – Fellowship start

How to Apply

Applicants must complete two steps to apply to the fellowship:

1. The online step

- Complete the online application at Jobs@UIOWA Careers - JobsUniversity of Iowa (selectminds.com)

2. The email document submission step

Please e-mail the following documents **in one PDF file,** in the following order:

- Current resume and cover letter
- One-page Career Goals and Objectives statement noting interest in a healthcare administration career, University of Iowa Hospitals & Clinics administrative fellowship, and desired areas to explore in the fellowship
- Official graduate transcripts (scanned copies are accepted)
- Two recommendation letters (one from graduate program faculty, one professional)

Both steps must be completed by the deadline of **Friday, September 8, 2023.** Late and incomplete applications will not be considered.

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