

UW HEALTH JOB DESCRIPTION

Administrative Fellow

Job Code: 300114	FLSA Status:	Mgt. Approval: Various	Date: August 2019
Department: Various		HR Approval: J. Tokarski	Date: August 2019

JOB SUMMARY

Under the direction of the Administrative Fellowship's Preceptors, the Administrative Fellow will assist senior leaders of UW Health with project work including but not limited to: operations, strategic planning, new business development, quality improvement, compliance, financial analysis, contract negotiations, organizational development, and labor relations.

The position requires a person with the ability to independently prioritize and plan projects and experiences, as well as daily activities. The Administrative Fellow is expected to coordinate and direct their own work with respect to specific projects and/or provide staff support to meetings or committees to facilitate successful completion of projects. General supervision and direction are provided by the leadership team in addition to interaction with a variety of internal and external contact relationships; however, the Administrative Fellow is expected to use a high degree of innovation and independence in daily decision-making situations.

Project work is of a moderately complex level of difficulty. The Administrative Fellow will demonstrate:

- Ability to manage multiple projects and meet deadlines
- Leadership, independence and initiative
- Excellent written and verbal communication
- Self-motivated and teamwork-oriented
- Effective interpersonal skills
- Strong analytical and conceptual skills
- Presentation and facilitation skills
- Organizational skills
- Interest in the management and operation of an academic medical center

Substantial portions of the normal duties required of the Administrative Fellow are confidential. The incumbent's access to confidential information is crucial to successful performance of assigned duties. The access to such information is on a regular basis.

MAJOR RESPONSIBILITIES

The Administrative Fellow performs his/her job demonstrating technical ability, understanding of job expectations and compliance with organizational policies and procedures. The Administrative Fellow performs the following job responsibilities:

- Participate in ongoing planning and execution of projects as assigned by senior leadership. Obtain, analyze, synthesize, interpret industry and institutional data, as well as market, utilization and financial data. Assist in obtaining and evaluating benchmark data.
- Perform independent analysis of operational, financial and statistical information using spreadsheets, financial modeling software and computer aided design software as assigned.
- Prepare presentation-quality reports. Present, communicate and disseminate findings of project work and special assignments.
- Provide staff support for committee meetings, including preparation of minutes and reports. Monitor and coordinate progress of committees.
- Perform other duties as assigned by the members of the senior leadership team.

ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.

JOB REQUIREMENTS

Education	Minimum	Bachelor's degree and MHA/MBA/MHSA/MPH or equivalent
	Preferred	
Work Experience	Minimum	
	Preferred	Internship with hospital or related healthcare industry

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Licenses & Certifications	Minimum			
	Preferred			
Required Skills, Knowledge, and Abilities	<ul style="list-style-type: none"> Ability to manage multiple projects and meet deadlines Excellent written and verbal communication Self-motivated, teamwork-oriented and effective interpersonal skills Analytical, conceptual, presentation, facilitation and organizational skills Ability to obtain, analyze synthesize and interpret industry and institutional data, as well as market, utilization and financial data. Assist in obtaining and evaluating benchmark data. 			
AGE SPECIFIC COMPETENCY (Clinical jobs only) Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.				
Instructions: Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next,				
	Infants (Birth – 11 months)		Adolescent (13 – 19 years)	
	Toddlers (1 – 3 years)		Young Adult (20 – 40 years)	
	Preschool (4 – 5 years)		Middle Adult (41 – 65 years)	
	School Age (6 – 12 years)		Older Adult (Over 65 years)	
JOB FUNCTIONS Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.				
PHYSICAL REQUIREMENTS				
Indicate the appropriate physical requirements of this job in the course of a shift. <i>Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.</i>				
Physical Demand Level		Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time
x	Sedentary: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as docket, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	Up to 10#	Negligible	Negligible
	Light: Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.	Up to 20#	Up to 10# or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	Negligible or constant push/pull of items of negligible weight
	Medium: Ability to lift up to 50 pounds maximum with frequent lifting/and or carrying objects weighing up to 25 pounds.	20-50#	10-25#	Negligible-10#
	Heavy: Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	50-100#	25-50#	10-20#
	Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	Over 100#	Over 50#	Over 20#
Other - list any other physical requirements or bona fide occupational qualifications not indicated above:				

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.