UW HEALTH JOB DESCRIPTION

	Adm	ninistrative 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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Required Skills, Knowledge, and Abilities - 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 dat well as market, utilization and financial data. Assist in obtaining and evaluatin 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 patien nstructions: 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) Toddlers (1 – 3 years) Toddlers (1 – 3 years) School Age (6 – 12 years) JOB FUNCTIONS Review the employee's job description and identify each essential function that is performed differently based on the age group or patient. PHYSICAL REQUIREMENTS Indicate the appropriate physical requirements of this job in the course of a shift. Note: reasonable accommodation and the essential functions of this position. Physical Demand Level Occasional Up to 33% of the time (Sedentary: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying out job duties. Jobs are sedentary! walking and standing are required only cocasionally and other sedents of the position of objects weighing up to 10 pounds. Even though the weight littled may only be a negligible analong to spill the province of the position of th	ice	nses & Certifications	Minimum					
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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.