

JOB POSTING SUMMARY

Title: Senior Administrative Fellow

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Job Code: 4JA20

Date: 10/06

Summary Description

Senior Fellows have far-reaching exposure to hospital operations and corporate administration in an integrated comprehensive regional academic health care delivery system. Fellows are responsible for completing varied and complex administrative projects in areas such as: governance, medical staff development, operations, managed care, ambulatory care, policy, finance, planning and marketing. Fellows work closely with the executive team(s) throughout the system (i.e., hospital and corporate level) and will be expected to meet with system executive regularly to provide project updates and foster mentoring. A Detroit Medical Center fellow is also expected to attend various administrative, medical, board and hospital committee meetings, as well as becoming members and chairing some of the committees.

Key responsibilities include the following:

1. Assists with the development and implementation of business growth plans.
2. Performs high-level financial and operational analyses on high-impact business and develops and manages work plans for new business opportunities.
3. Conducts close-in tactical, financial, statistical, operational and other analyses to assess the benefits and impacts of management decisions and proposals.
4. Directs system performance improvement studies and presents recommendations.
5. Completes special projects as delegated by various administrators.
6. Completes administrative rotation and attends various Administrative Medical Staff meetings.
7. Prepares reports and summaries of activities for Presidents, Executive Vice Presidents and Vice Presidents.
8. Enhances professional expertise by attending professional seminars and workshops.
9. Helps to develop customer service initiatives (analysis of customer satisfaction data or market research, development of appropriate programs, develops action plans, manages initiatives).
10. Performs additional duties as required.

Minimum Qualifications

1. Master's degree in Business, Hospital and/or Health Administration.

Skills Required

1. Communication and interpersonal skills for frequent contacts with internal customers, including medical and management personnel, as well as stakeholders external to the DMC to persuade or negotiate on a wide range of subjects in situations which may be controversial and/or sensitive. A mastery of a variety of communication modalities is required to include leading meetings, making formal presentations and writing complex documents.

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2. High level of analytical and problem-solving skills including ability to research market conditions, develop assessment methods, assemble complex and varied information and apply innovative approaches to developing and implementing strategic plans and programs.
3. Project management skills including the ability to define program, project, or process objectives, identify stakeholders and their interests, plan steps, coordinate and allocate human, technological and fiscal resources to accomplish goals and objectives in a resourceful yet timely manner.

<i>Patient Age Statement</i>	Applies:		Does not Apply:	X
<p>■ Employees with Patient Contact Based on observation, demonstrated knowledge and skills necessary to provide care appropriate to the age of the patients serviced on assigned unit(s). Demonstrated knowledge includes principles of growth and development over each patient's life span. Provides care needed as described in department policies and procedures.</p> <p>■ Nursing/Patient Care Based on observation, demonstrated knowledge and skills necessary to provide care appropriate to the ages of the patients serviced on assigned unit(s). Demonstrated knowledge includes principles of growth and development over each patient's life span. Possesses ability to assess data reflective of each patient's status and interprets appropriate information needed to identify each patient's age-specific requirements. Provides care needed as described in department policies and procedures.</p>				

Working Conditions:	NA		
Reporting Relationships:	As assigned		
Pay Grade:	455		
Hourly/Salaried:	Salaried		
Job Family:	<input type="checkbox"/>	Clerical/Technical	Leadership
	<input checked="" type="checkbox"/>	Professional/Administrative	Union

Please note that the primary purpose of this job posting summary is to set a rate of pay for this job classification. Only those duties and responsibilities necessary for proper job evaluation and labor market analysis have been included. Other duties and responsibilities will be assigned by the supervisor.