

**MAYO CLINIC
JOB DESCRIPTION**

Job Title: Administrative Fellow
Job Class #: _____ **Review Date:** Annually
Work Unit Name: Administrative Fellowship Program **Number:** _____
Department Name: Adminstration

Signature: Department _____
Human Resources _____

Organizational

Relationships: Overall programmatic direction from the Administrative Fellowship Program Steering Committee. Overall supervisory direction from the Program Director and site coordinators. Day-to-day direction from current preceptors in rotations.

Position Overview: The Administrative Fellowship Program is a two-year learning experience designed to foster the development of outstanding masters-prepared individuals committed to a career in healthcare administration. The fundamental purpose of the program is to provide the Administrative Fellow with practical experience through direct exposure to and active participation in a variety of administrative activities in preparation for leadership opportunities within Mayo Clinic. Individual participants make significant contributions to administrative work throughout the organization. These contributions range from project and task force work to role assignments. Typically, the two-year program begins in July of each year. The program consists of six to eight rotations in areas such as Finance, Human Resources, Systems and Procedures, Research, Education, and Operations. Administrative Fellows may be based in Jacksonville, Rochester or Scottsdale/Phoenix and are encouraged to have a three-month rotation at a site other than their base site.

Job Duties/Performance Expectations:

Job Behaviors/Core Competencies	Performance Expectations Defined as Job Behaviors, Job Skills, and/or Outcomes
1. Contributes to the work of administrative units within Mayo Clinic.	<ul style="list-style-type: none">a. Contributes to group effectiveness by exchanging information, collaborating with other team members, and providing constructive feedback.b. Identifies and uses internal and external support resources to accomplish work goals.c. Assumes role assignments when needed.d. Manages and communicates progress toward completing projects.e. Promotes harmony and maintains a positive, helpful attitude in working with individuals within and outside the work unit.f. Offers information and perspectives regarding current trends and issues to stimulate new ideas and thinking.

<p>2. Builds a broad range of healthcare management, administrative, and leadership skills.</p>	<ol style="list-style-type: none"> a. Works effectively with physicians, administrative colleagues and allied health staff to promote the team concept of medicine at Mayo. b. Demonstrates influence, empowerment, and recognition of others. c. Demonstrates high integrity by productively integrating honesty, professionalism, credibility, and trustworthiness. d. Contributes to committee work that is related to rotation assignment. e. Describes and integrates the functions and relationships of the following in support of the Mayo vision: <ul style="list-style-type: none"> • Practice, education and research. • Inpatient and outpatient settings. • Physicians, administrators and other allied health staff. • Hiring, training, retaining and terminating employees. • Costs, charges, revenue, providers and payors. • The three Mayo group practices and regional, national and international activities and strategies.
<p>3. Seeks ways to continuously improve processes and outcomes.</p>	<ol style="list-style-type: none"> a. Describes the systems and processes necessary to provide patient care. b. Demonstrates an ability to effectively balance multiple activities, tasks, or responsibilities. c. Studies and applies improvement methodologies including data collection and analysis, group facilitation and implementation strategies. d. Adds depth and value to the Administrative Fellowship Program through actions such as recruitment, benchmarking, orientation and group learning.

<p>4. Enhances scholarship and professional development through participation in a variety of activities to promote growth and professional development.</p>	<p>a. Participates in scholarly activity which may include but is not limited to:</p> <ul style="list-style-type: none"> • Attendance at internal or external management courses or professional conferences. • Submission of a manuscript to a journal. • Poster or oral presentation at a conference or other external forum. • Research. • A presentation to an administrative group within the organization. • Coordination and/or creation of a learning opportunity for peers. • Program related projects assigned as part of HR rotation. <p>b. Seeks professional development feedback from administrators, preceptors, mentors and other colleagues.</p>
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Education/Experience/

Job Skills:

Mayo considers candidates best-suited for the Administrative Fellowship Program to be highly motivated individuals with a Master's degree in healthcare administration, business administration, public health or health services administration, or related degree from an accredited program. Qualified candidates will also have experience within the health care industry, such as internships, preceptorship, fellowships, or applicable employment.

8/1/2007