

## ***Guthrie Position Description***

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<b><i>Position Title</i></b>	Administrative Fellow
<b><i>Department</i></b>	Talent (907 50000)
<b><i>Entity</i></b>	TGC
<b><i>Job Code</i></b>	9169
<b><i>Job Family</i></b>	ADMIN

### ***Summary:***

Program is designed to provide the Administrative Fellow with an applied learning/work experience through the completion of a structured two (2) year program. The first year is comprised of a series of leadership rotations. Each rotation is project focused. Projects are strategic in nature and have high organizational impact with large scope and complexity. The second year is designed to address targeted development needs. Fellow may be assigned projects ranging from program reviews, cost benefit analysis, program planning and policy development and implementation. Fellow may also participate in leadership activities and special events (i.e. attendance at networking events and up to one professional conference as approved). Project/work assignment(s) may require participation in the decision-making process of The Guthrie Clinic. Experiential learning project(s)/ work are assigned by The Guthrie Clinic Senior Leadership Team.

### ***Experience:***

Not required.

### ***Education***

Masters degree in health care administration, business administration or related discipline from an accredited graduate program required.

### ***Licenses:***

Not applicable.

### ***Essential Functions:***

1. First year – Successful completion of the structured experiential rotational assignments as assigned by Guthrie leadership;
2. Second year – Successful completion of the targeted development plan as identified by Guthrie Leadership;
3. Regular attendance and active participation at operational leadership meetings (i.e. department, entity and system level) with a focus on performance improvement, patient satisfaction, financial performance, medical staff relationships, program development, employee relations and satisfaction, and compliance with accrediting and other organizations as assigned;
4. Other duties may be assigned as necessary in the performance of this position.

### ***Other Duties:***

The ability to maintain confidentiality is essential, since the individual in this position works with confidential/sensitive materials on a daily basis, including patient information, medical records, employee information, etc.

Diplomacy, tact, and professionalism are also of the utmost importance, since the individual in this position deals with personnel on all levels, both inside and outside the Guthrie Healthcare

### ***Contacts:***

Internal: Daily contact with Guthrie Clinic personnel at all levels.

External: Frequent contact with representatives from other healthcare organizations, board members, visitors, patients and their families, and guests.

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***Equipment Used:***

General office equipment: personal computer, file cabinets, copy machine, telephone, fax

***Physical Demands:***

Walking, standing, sitting, bending. Occasional lifting of lightweight objects. Good physical and mental health are necessary to allow sustained attention to many details over an extended period of time.

***Mental Demands:***

Good physical and mental health are necessary to allow sustained attention to many details over an extended period of time.

***Job Hazards:***

Little or no exposure (actual or potential) to health or accident hazards.

***Working Conditions:***

Normal working conditions. Environmentally controlled indoor office setting.

***Exposure Category***

Exposure Category II – Tasks that involve no exposure to blood, body fluid, or tissues and Category I tasks are not a condition of employment.

***Quality Statement:***

A goal of this position is to ensure that all contacts and customers receive quality services. The staff must be willing to participate in the quality improvement process, including but not limited to:

1. Identifying areas in which the quality improvement process can be applied;
2. Collecting and organizing quality measurement data; and

***Employee Signature:*** \_\_\_\_\_

***Date:*** \_\_\_\_\_