Eastern Maine Healthcare Systems (EMHS) Administrative Fellowship

Organization and Address  
Eastern Maine Healthcare Systems (EMHS)  
43 Whiting Hill Road  
Brewer, ME 04412

Applications must be submitted electronically (preferably as a single email) to:
Miriam Siefken, Administrative Fellow  
Email: msiefken@emhs.org  
Phone: (207) 973-7061

Position Title  
Postgraduate Administrative Fellowship

General Qualifications
- Master’s Degree in Health Care Administration, Business, Administration, Public Health or related field completed within the past year
- Project Management experience preferred
- Outstanding written and verbal communication skills
- Collaborative approach to problem solving
- Strong quantitative analytic skills and proficiency with data manipulation
- Highly motivated, inquisitive and creative
- Ability and willingness to travel regionally

The successful candidate should have an interest in working in a rural healthcare setting. The candidate will also be encouraged to apply his/her individual background and experience in the work environment in order to contribute to the system while gaining an in-depth understanding of an integrated healthcare delivery system.

Physical Demands  
While performing the duties of this job, the fellow is frequently required to sit and talk or hear. The fellow is required to move between multiple locations within a building. He/she must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, peripheral vision, and ability to adjust focus.
Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

Application Requirements:

- Resume (2 page max)
- Cover Letter
- Two letters of recommendation
- Personal Statement (2 page max)
- Transcripts (all graduate schools attended)

Application Process

**Application Deadline: Friday, October 2, 2015**

On-site interviews: Week of November 16, 2015

Selection Announcement Date: November 30, 2015

Start Date: Summer 2016 (flexible)

Term

13 months

Description/Structure

This is a Post-Graduate Administrative Fellowship Opportunity open to students who have completed or will complete their Master’s Degree in a Health Administration related field between 8/2015 and 6/2016.

The fellowship begins with a rotational orientation with key executive leaders. As the fellow develops working relationships with leadership teams, he/she will be afforded the opportunity to become involved in an array of operational services: finance, strategic planning, human resources, facility operations, clinical operations, and information technology.

- **Duration**
  The Administrative Fellowship Program at EMHS is a 13-month postgraduate educational opportunity that will provide a high degree of exposure to the leadership skills required to manage different aspects of a complex, multi-facility, integrated rural healthcare system.

- **Expectations**
  Fellowship activities include participating in executive-level committees and supporting broad and varied assignments. The EMHS Administrative Fellow will have the opportunity to rotate to multiple departments, depending on interests and the current system needs. The candidate will have the opportunity to gain an understanding of how hospitals and other clinical operations integrate across the healthcare system and also how they are supported by corporate services.
• **Reporting**
  Fellow will report to different EMHS leaders, depending on nature of the project(s). The fellow will report directly to a member of senior staff who will act as preceptor. In the past the EMHS preceptor has been the VP of Business Development, the Chief Legal Counsel, and System VP/Chief Information Officer.