



Emory Healthcare Administrative Fellowship Program Class of 2022-2024 Application Information

The Emory Healthcare (EHC) Administrative Fellowship Program is a two-year, full-time paid position that provides future healthcare executives with opportunities to gain an in-depth understanding of hospital and clinic-based healthcare operations in an academic medical center environment. Fellows take part in hands-on, operationally and financially focused projects and participate in various leadership activities that nurture professional growth. Furthermore, fellows are exposed to high-level strategic planning and other health system functions, including marketing, human resources, and information technology.

Important Dates

Administrative Fellowship Webinar

- Tuesday, August 24th from 6:30pm-7:30pm EST

For the Zoom Webinar video link and more information, please visit:

<https://www.emoryhealthcare.org/careers/administrative-fellowship.html#Two>

Application Deadline: September 10th, 2021 at 11:59pm EST

- Phone Interviews: Week of September 20th, 2021
- Final On-Site Interviews: Week of October 11th, 2021
- Offers Extended: Mid-October 2021
- Program Start Date: Summer 2022 (Class of 2022-2024)

Application Information

To be considered, qualified applicants must complete ALL the following steps:

Step 1 – Complete Candidate Profile

In addition to the required application materials in Step 2, all applicants must complete a candidate profile and submit a resume through Emory Healthcare’s career website. The link will be provided to applicants at a future date after the application materials are submitted.

Please Note: Within the online application’s “Education” section, candidates are asked to complete the “Date Earned” portion with the date of their graduation. Candidates enrolled in graduate programs requiring a fellowship for graduation should list the completion date of didactic coursework.

Step 2 – Email Required Application Materials

Email ALL Required Application Materials outlined below to admin.fellowship@emoryhealthcare.org with subject line,

“Last Name, First Name_2022 Administrative Fellowship Application”.



Materials should be sent in one email, with two separate PDF files:

1. Short Essays PDF to include the following:

- Four Short Essays (Each should be 225 words or less):
 1. What stimulated your interest in healthcare as a career?
 2. Why are you interested in completed an administrative fellowship at Emory Healthcare?
 3. What are your post-fellowship career goals and how will an Emory Healthcare Administrative Fellowship help you achieve these goals?
 4. What personal or professional experience do you have that has prepared you for an administrative fellowship?

2. Required Materials PDF to include the following:

1. 2022-2024 Administrative Fellowship Application Form
2. Current Resume/CV
3. Three Signed Letters of Recommendation
 - At least one should be from a current or former employer, and one should be from a graduate school professor
 - Scanned copy if an electronic version is unavailable
 - Recommender(s) may send it directly to email above – Please ensure your first and last name are in the file name and email subject line
 - Please address all letters to the Administrative Fellowship Selection Committee
4. Graduate School Transcript
 - Scanned copy of official or unofficial transcript
 - May send directly from your institution
5. Undergraduate Transcript
 - Scanned copy of official or unofficial transcript
 - May send directly from your institution

All Administrative Fellowship application materials listed will only be accepted as PDFs by 11:59pm EST on Friday, September 10th, 2021.

Please visit our website for more information:

<https://www.emoryhealthcare.org/careers/administrative-fellowship.html#Two>