**Administrative Fellow**

Spartanburg Regional Healthcare System is seeking highly-driven, self-directed individuals aiming to experience a unique opportunity in the early stage of their healthcare career.

 **Requirements:**

* MHA, MBA, or equivalent graduate degree from an accredited graduate school. (CAHME accredited MHA programs)
* Candidates required to complete a residency/fellowship before graduation from an accredited program are also eligible.

**Required application materials:**

* Current resume
* Cover letter
* Personal statement - Please explain your professional goals and how SRHS can contribute to your development as a successful healthcare professional in 1 page, single-spaced, or less.
* Official graduate school transcript
* Three (3) letters of recommendation - 1 from a graduate level academic reference and at least 1 from a professional reference.

 **Send application materials and direct inquiries to:**

Spartanburg Regional Executive Offices
Attn: Holly Usiak, Administrative Fellow
101 East Wood Street
Spartanburg, South Carolina 29303

Email: husiak@srhs.com
Office Phone: (864) 560-4018

\*Application materials must be received by October 7, 2016 in a single envelope. Please do not send binders.\*

**Timeline (subject to change):**

Application Deadline - October 7, 2016

Phone Interviews – mid October 2016

Onsite Interviews - early November 2016

Final Decision – mid November 2016

Spartanburg Regional Healthcare System offers a flexible residency/fellowship program designed to provide the fellow with unique opportunities in practical healthcare experience while working closely with executive leadership. The fellowship is highly self-directed by the resident and does not follow a formalized plan. During the one-year appointment, the fellow will have comprehensive exposure to the operations and management of an integrated delivery system as well as leadership activities that will nurture professional growth.

The fellow will report to senior executives who will serve as the preceptors and work closely with other members of the administrative team. Previously, the fellow has reported to the President of Spartanburg Medical Center (flagship hospital) and the Chief Operating Officer of the health system. Although physically based at Spartanburg Medical Center, the fellow has ample opportunities to work with the various divisions including a large physician group.

Fellows are encouraged to apply their work background and strengths to gain the fullest possible experience. Projects will be assigned to the resident based on their areas of interest and the health system's strategic goals and needs. Fellows will be exposed to a wide variety of operations, strategic initiatives, business development, facility planning, and the management of over 6,000 employees.

Project areas have included:

* Operations
* Strategic planning
* Organizational development
* Human resources
* Finance
* Health IT
* Medical staffing and recruiting
* Marketing and public relations

The fellow will receive a competitive salary and full-time benefits. For additional questions, please contact Holly Usiak by phone at (864) 560-4018.

Spartanburg Regional Healthcare System is a public, not-for-profit healthcare system in the Upstate of South Carolina. Diverse and expanding, the 540-bed flagship medical center, Spartanburg Medical Center, is a research and teaching hospital staffed with more than 500 physicians. Spartanburg Medical Center was ranked the #1 hospital in South Carolina by U.S. News and World Report in 2014. The main campus, located in Spartanburg, South Carolina, includes the Heart Center and South Carolina’s first nationally accredited Chest Pain Center; the Gibbs Cancer Center, a nationally recognized cancer treatment and research facility affiliated with MD Anderson Physician Network; a designated Magnet status nursing staff; partnership with the Edward Via College of Osteopathic Medicine; Spartanburg Hospital for Restorative Care, a 97-bed long-term, acute care hospital with a 25-bed skilled nursing facility; and the Regional Outpatient Center.

A second campus, located in Greer, South Carolina, is home to Pelham Medical Center, a 48-bed acute care hospital, a state-of-the-art surgery center, a medical office building, and a Gibbs Cancer Center satellite facility. We are also excited to announce the recent addition of a third campus, located in Union, South Carolina, that is home to Union Medical Center.

Spartanburg Regional Healthcare System is also comprised of a 15-bed hospice home; the Medical Group of the Carolinas, a physician group which employs 320+ physicians in 20 specialties throughout 7 counties in the Carolinas; Regional HealthPlus, a network of hospitals and physicians of every specialty, and Access Health, a collaborative initiative between Spartanburg Regional and several community partners to connect uninsured individuals with healthcare.