

Stanford Hospital and Clinic's Administrative Fellow's Program

Stanford Hospital & Clinics is known worldwide for advanced patient care provided by its physicians and staff, particularly for the treatment of rare, complex disorders in areas such as: [Cardiac care](#), [Cancer Treatment](#), [Neurosciences](#), [Surgery and Organ transplants](#). Stanford Hospital & Clinics is consistently ranked among the top institutions in the U.S. News & World Report annual list of "America's Best Hospitals".

The Administrative Fellow Program (AFP) is a paid, one-year post-graduate experience designed to give an individual exposure to healthcare leadership as well as provide an opportunity to apply skills and knowledge gained from graduate studies to practical experiences within SHC. The AFP is intended to contribute to the growth and development of future healthcare administrators.

The Administrative Fellow has responsibility for:

- Collaborating in a Mentoring relationship with the, Chief Executive Officer, Director of Organizational Development and other Senior Managers.
- Participating and/or observing at meetings at all levels of the organization, e.g., Board, Senior Executives Cabinet, Management Forum, Department.
- Visiting key Hospital Departments and observing selected meetings with Strategic Partners to become familiar with strategy, workflow, problem solving, and development of relationships at the enterprise.
- Developing or participating in projects, such as business development; leadership; process improvement; marketing
- Completing a project on a topic mutually Administrative Fellow and the Director of Organizational Development

Key Statistics about Stanford Hospital and Clinics:

- **613 Licensed Beds**
- **25,000 inpatient admissions**
- **630,000 outpatient visits**
- **65,000 ED visits**
- **1,907 Medical Staff**
- **7000+ employees**

Closing Date for Applications is November 4th 2011

To apply please click on the link below, or visit
www.WeStandForCARE.COM:

https://jobs.stanfordmed.org/css_external/CSSPage_JobDetail.ASP?T=20111013112718&