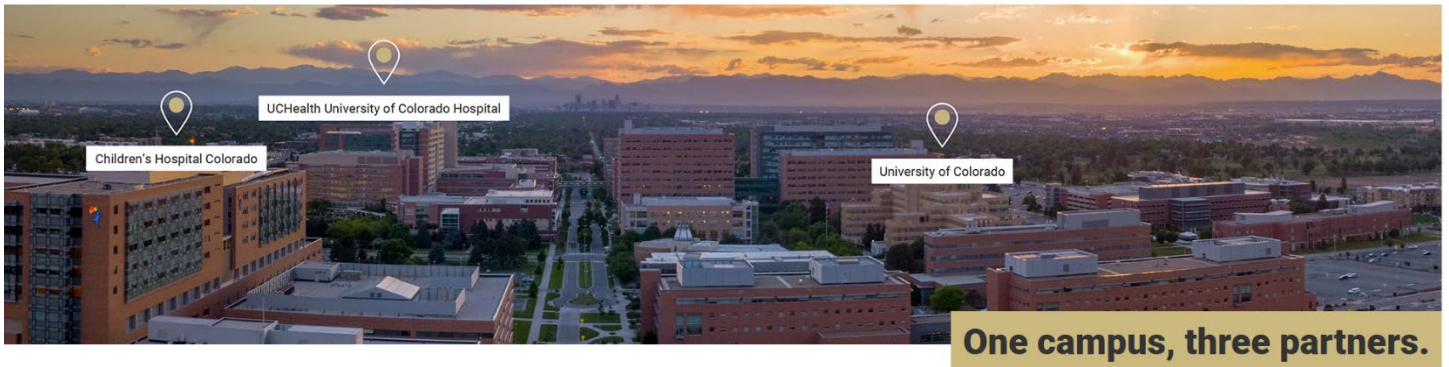




# University of Colorado Anschutz Medical Campus



## Administrative Fellowship Program

The University of Colorado School of Medicine (CU SOM) Administrative Fellowship is a 12-month post-graduate training program designed to prepare participants for administrative leadership roles in academic medicine. Fellows will receive comprehensive exposure to the management of a highly ranked academic medical center. Working with senior leaders in the School of Medicine, Fellows will observe and participate in decision-making on complex issues involving clinical care, teaching, and research.

The University of Colorado School of Medicine offers comprehensive, lifelong, interdisciplinary learning for healthcare professionals. With state-of-the-art laboratories for discovery and innovation, a commitment to decreasing health disparities and increasing health equity, and faculty who provide world-class clinical care. The CU School of Medicine is transforming the healthcare landscape. We employ over 5,000 faculty members who participate in clinical care, education, and research. Our faculty practice at the three hospitals on the Anschutz Medical Campus, UCHealth, Children's Hospital Colorado, and the Rocky Mountain Regional VA Medical Center. They also practice at many University of Colorado School of Medicine community practice locations across the state. This fellowship focuses on the School of Medicine functions separate from our hospital partners.

### Our mission areas



#### Education

Find your path in healthcare with over 40 degree programs.



#### Research and innovation

Collaboratively pursuing new solutions in healthcare.



#### Patient care

The best in medicine focused on your health and well-being.



#### Community

Strengthening partnerships in the community we call home.



## Fellowship Structure

Fellows will report to Brian Smith, the Senior Associate Dean for Administration and Finance, who will coordinate and structure the learning process and provide appropriate resources and mentorship.

In addition to attending senior leadership meetings in the School of Medicine with the Preceptor, Fellows will complete multiple projects during the year in various areas including but not limited to:

- Finance
- Dean's Office Initiatives
- Clinical Department Led Projects
- Faculty practice management (revenue cycle, clinic operations in the community practice division)
- Human Resources
- Data Analysis and Dashboards
- Faculty Affairs
- Research Administration (Office of Grants and Contracts)
- Education Administration (Graduate and Undergraduate Medical Education)

The Fellowship will conclude with a capstone presentation of project work and deliverables.

## Application Process

### Program Requirements – Applicants must have:

- A graduate degree in Healthcare Administration, Business Administration, Public Health, Public Administration, Nursing Administration, or an equivalent degree program.
- Earned their degree prior to starting the Administrative Fellowship Program.  
The only exception is for those masters' programs which require a residency or fellowship prior to matriculation but who have completed their didactic requirements.
- The ability to comply with all University of Colorado policies and guidelines for employment.
- Please be advised that the administrative fellowship is not eligible for visa sponsorship.

### Application Materials - apply via the [CU Careers job posting](#) with all required materials:

- Current Resume or CV
- Copies of unofficial undergraduate and graduate transcripts.
- Three signed letters of recommendation
  - At least one from the program director or faculty member from your graduate program
  - At least one from a current or former employer
  - The third letter can be from graduate program, employer, or academic/professional reference of your choice
  - If preferred, recommender(s) may send letter directly to fellowship program manager email.
- **Personal Statement (two-page limit)**
  - Why do you want to pursue an administrative fellowship within the University of Colorado School of Medicine?
  - Where did you gain an interest in pursuing academic medicine?
  - What are your fellowship and future career objectives, and how will this fellowship help you to achieve those goals?

Please contact [adminfellows@cuanschutz.edu](mailto:adminfellows@cuanschutz.edu) with any questions.