

Position Title: Administrative Fellow

Organization and Address:

Montefiore Medical Center
Department of Medicine
3332 Rochambeau Ave, 3rd Floor
Bronx, NY 10467

Contact Information:

Attn: Lili Beit, Administrative Fellow
Phone: (718) 920-6581
Fax: (718) 515-6103
E-mail: lbeit@montefiore.org

Qualifications: MBA, MPH or MHA from an accredited graduate program

Term: One year

Description/Structure:

The Administrative Fellow will work closely with the Senior Administrator of the Department of Medicine. He/she will be responsible for various projects including productivity, work flow and financial analyses, database development, billing and collections reporting and analysis, and miscellaneous internal consulting projects. The Administrative Fellow will attend departmental and Medical Center meetings with the Senior Administrator and will function as a member of the administrative staff. Candidate should be interested in practice management and be proficient in Word, Excel and Access. Prior financial analysis or healthcare experience a plus. Candidate must have good verbal, written and interpersonal skills.

Application Process:

Please provide a CV and written statement describing your interest in healthcare management and why you would like to pursue an Administrative Fellowship at Montefiore Medical Center. E-mail all materials to lbeit@montefiore.org.

Application deadline: 11/15/2007

Selection announcement date: 02/01/2008

Start date: 07/01/2008