

The Health Management Academy, Inc.

(The Academy)

The Health Management Academy (The Academy) is a knowledge-based company exclusively for the executives of the largest integrated health systems and the industry's most innovative healthcare companies. Founded in 1998, the same decade that many of the leading health systems were created, The Academy and its members have evolved together. Since its inception, The Academy has built a material record of leadership development, independent research, and policy analysis, and has become the definitive trusted source for peer-to-peer learning of the largest integrated health systems.

The Academy is currently looking for a leader to fill its **Health Services Fellow** role, a key member of The Academy team.

Job Summary:

The Health Services Fellow role is designed to foster the development of bachelor-prepared individuals committed to advancing a career in healthcare. This 2 years gap program is intended to provide enrichment & transfer of learning between the completion of the Fellow's master and commencement of Ph.D.'s program. Under the guidance, supervision of the Chairman & CEO and consultation with the President, this up to 2 years position is tailored to match the needs and interests of the individual Fellow and the business priorities of The Academy. The Health Services Fellow will have exposure to all levels of management, allowing this role to gain an applied understanding of the strategic and tactical operations of The Academy through oversight of administrative tasks, content development, individual and other cross functional team based projects.

Areas of Focus & Essential Functions

Leadership/Executive Management — under the direction of the CEO, participate in administrative process improvement; content quality management; customer service (presents and projects professional image & interaction with all levels of internal staff as well as external visitors, and members health systems & industries C-suite executives and board members); Provides administrative support to the Chairman & CEO and President. This includes scheduling conference calls, setting up meetings, and scheduling & coordinating travel for the Chairman & CEO.

Educational Services — Gathers, assembles and analyzes information to prepare reports, correspondence and memoranda as directed. May handle special projects and execute research and data analysis tasks. Produces, formats, edits and/or corrects drafts or final documents, slides, overheads or other documentation using appropriate word processing, spreadsheet, database, or graphics software.

Projects – The Fellow will have the opportunity to put educational theory into practice through work on team or independent projects of high priority to The Academy. The Fellow is encouraged to participate in project selection based on interests & career development goals. Exposure to projects in other Programs (The Academy Huron Institute, Consumer Research, The Academy Advisors, Executive Forums (Clinical, IT, Policies, Administrative, and IT) within The Academy may be assigned and be arranged through the CEO. Projects will include independent writing leading to case studies, research briefs and other documents.

Administrative Activities — Arranges department, group meetings and special events, ensuring all necessary information is available for discussion. Manage CEO's internal and external mail and phone inquiries and determine if action is required. Screen incoming calls and receive visitors.

Other — Other duties as needed or assigned. This may include developing, implementing and managing new administrative procedures to improve office efficiency.

Knowledge/Skills/Abilities:

- Ability to professionally communicate with the members of the C-suite of member organizations
- Possess excellent interpersonal skills
- Ability to manage multiple tasks and able to adjust to changing priorities
- Must be organized, detailed oriented and flexible
- Must be able to work well under pressure with diplomacy and tact
- Excellent written and proofreading skills
- Ability to work in team environment
- Proactive, self-motivated professional with ability to work independently and thrive in an entrepreneurial, growth-oriented business environment
- Travel up to 10% required
- Proficient in MS Office: Outlook, Word, Excel, PowerPoint ; In-Design, Access and Publisher a plus

Education/Experience:

Master's Degree required

1-2 years of previous experience supporting the executive level

Former leadership roles and management experience preferred

Benefits:

The Academy recruits, rewards and retains employees by leading the local labor market in total compensation, providing opportunities for employees to advance and develop their careers as a result of the fast-paced, high-growth, nature of our company. We are proud to offer a benefit package including comprehensive health benefits; a company matched Simple IRA; flexible benefits for dependent care, unreimbursed health care, and commuter expenses and paid time off. In addition, eligible employees receive company paid: parking, life insurance, short-term disability, wellness program, and access to an on-site fitness facility.

Interested candidates should send cover letter, resume, three professional references, and salary requirements via email to lan@hmacademy.com, attention Lan Nguyen, Director of Human Resources. To learn more about The Health Management Academy, Inc., please visit hmAcademy.com.

An Equal Opportunity Employer.