I. Objectives of the Summer Residency

The Administrative Residency Program is a 12 week summer program designed for individuals seeking to prepare for a career in healthcare management and to assume leadership positions in the healthcare delivery system. The program is open to students who are enrolled in an accredited master's program in health administration, business administration or public health that requires a residency as a condition of graduation.

The purpose of the residency is to provide an introduction to the daily activities of the College of Physicians and Surgeons from the perspective of top management.

Whenever possible, the residency is tailored to the interests and professional needs of the student, taking into account previous experience and areas of interest. It is structured to provide experiential learning in an academic medical center environment within a clinical, basic science department or Institute/Center for varying lengths of time over a 12 week period.

The objectives of the residency include the following:

1. To observe and study the role, function and style of top management individuals;
2. To understand the goals and planning process of the organization and how they are determined, and to understand the priorities of the organization and how and why they were selected;
3. To analyze the decision-making process at different levels of the organization;
4. To understand the dynamics of relationships between various stakeholders;
5. To obtain an understanding of the operational effectiveness of the organization;
6. To enhance the student's understanding of the health care industry, the organization's strategy and distinctive competencies;
7. To provide an environment to enhance their understanding of, and the controlled application and testing of skills, theories, and concepts presented during the academic year;
8. To strengthen the student's judgment, decisiveness and related administrative skills in a healthcare environment;
9. To provide a basis for developing a code of ethics, philosophy, and a dedication to high ideals and standards of healthcare management;
10. To provide an opportunity to evaluate the student in relation to his/her needs for professional development and potential for a career in healthcare management.

II. Structure of the Residency

1. Orientation
   The resident will begin with a comprehensive orientation to the organization focusing on the mission, vision and strategic goals for the school.

2. Projects
   A major component of the residency will be assigned projects. The student will be given detailed assignments designed to give practical experience at various administrative levels. These activities may include assisting in the preparation of the annual budget, the collection of data to analyze problems of high organizational priority, or participation in strategic planning efforts.
3. **Rotations**

   The administrative resident may have the opportunity to work with a number of divisions within a department or varying departments during the program period depending on the departments participating. This may include:
   a. Administration
   b. Finance
   c. Human Resources
   d. Any one of our Clinical Departments
   e. Any one of our Basic Science Departments
   f. Any one of our Centers & Institutes

III. **Financial Arrangements for the Resident**

   The residency is expected to run for 12 weeks from June 1, 2016 through August 24, 2016. Arrangements for the entire summer schedule will be developed between the College of Physicians & Surgeons and the resident.

   The administrative resident will be paid the minimum rate for an administrative officer grade 103 twice monthly, once on the 15th of each month and again on the last day of the month for the duration of the program.

IV. **How to apply for the Administrative Fellowship**

   Interested applicants are students who are enrolled in an accredited master's program in health administration, business administration or public health that requires a residency as a condition of graduation. Preference will be given to students who are enrolled in one of Columbia’s graduate programs noted above.

   Candidates should be motivated self-starters and must also possess strong analytic, organization and communication skills.

   Candidates finishing a master’s degree program requiring a residency after the completion of the classroom curriculum are eligible to apply.

   **To apply, mail the following documents to:**

   Columbia University
   College of Physicians & Surgeons
   Administrative Summer Residency Program
   630 West 168th Street
   Suite 2-430
   New York, NY 10032
1. Completed Columbia University College of Physicians and Surgeons Administrative Residency application. This is to be completed on line at https://jobs.columbia.edu/applicants/Central?quickFind=147955
2. Current Resume
3. Written Statement of Interest outlining career objectives
4. Official Transcripts – To be sent directly to program coordinator
   (1) Undergraduate
   (2) Graduate
5. Letters of Recommendation – To be sent directly to program coordinator
   (1) Professional (one work related)
   (2) Academic (from a professor or your graduate school program)

Steps 1-3 must be received via the above link by Friday, March 4, 2016
Steps 2-5 must be received by mail and postmarked no later than Friday, March 4, 2016.

One Applicant will be selected by Monday, March 28, 2016 and begin work on or around June 1, 2016.

For questions regarding application requirements, please contact Danielle Robbins at 212-305-0022 or by email at dr2602@columbia.edu.