Michigan Medicine - Frankel CVC Administration
Mapping Title: Administrative Fellow Healthcare (103329)
Working Title: FCVC Administrative Fellow (Larin/Peters)

Last Reviewed: March 2026
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How to Apply
Applications are accepted beginning in June, through early September, for a July start date the following year and should include a current resume, a career goals and objectives personal statement, (3) letters of recommendation, and a graduate transcript. All documents should be submitted using the online Application Form by the deadline.

Job Summary
The two-year administrative fellowship is designed to provide the fellow the opportunity to gain experience throughout various administrative, operational, and research departments, working on special projects and assignments that will expose the fellow to the entire Frankel CVC, while working to advance our mission, vision, and values within our tripartite mission: clinical care, research, and education. The fellow will be integrated into the Frankel CVC administrative leadership team, working alongside team members to contribute to Frankel CVC programming, while also pursuing independent projects. The Administrative Fellow is expected to work both independently and collectively within groups, while receiving guidance from leadership. The Administrative Fellow will frequently interact with senior level administrators and clinical leaders. Under FLSA, incumbents in this position are exempt. We are unable to sponsor or take over sponsorship of an employment visa at this time.

Responsibilities
- Conduct and support projects and tasks for the Frankel CVC administrative team. Projects may be complex and involve coordination and collaboration of multiple departments across the missions of the Frankel CVC and within Michigan Medicine. Projects include the following types of activities:
    - Collaboratively plan events for both internal and external stakeholders.
    - Perform studies involving processes, staff, facilities, etc., to improve quality, cost effectiveness, working environment, and other organizational goals.
    - Assist in developing project proposals, including project work plans and budgets.
    - Prepare status and progress reports for projects where the fellow is involved.
    - Prepare reports of findings, conclusions, and recommendations.
    - Present project updates and outcomes to various stakeholders, including administrative and clinical leadership throughout the Frankel CVC and Michigan Medicine.
    - Assist in implementing improvements resulting from projects or management decisions.
- Participate in projects, observation, and educational programs to meet the learning objectives for the fellowship (see **Additional Information** listed below), spanning our clinical, research, and educational missions.
- Provide consultation and assistance to Frankel CVC clinical, research, and administrative leaders, faculty, and staff related to operations, quality improvement, and management methods.
- Establish and maintain positive relationships with all stakeholders, which may include Frankel CVC leaders, administrators, managers, faculty, and staff.
- Participate in the evaluation and improvement of the Frankel CVC's services and products.

- Make contributions to healthcare professions through professional presentations and publications, preferably in collaboration with stakeholders.
- Other duties as assigned, including, but not limited to:
    - Schedule meetings for various projects led by the fellow.
    - Set up hybrid meetings in conference rooms for standing Frankel CVC leadership meetings and various projects led by the fellow.
    - Draft emails for individual/group communication of invitations or events.
    - Co-create weekly Frankel CVC leadership meeting agendas.
    - Provide administrative coverage as needed in the front of the office suite.

Supervision Received

The Frankel CVC Managing Director serves as the preceptor for the fellowship. Direct supervision is received from the Frankel CVC Fellowship Director, with functional supervision from the Frankel CVC Leadership Team. A mentor is also available to the fellow but does not provide supervision.

Required Qualifications

- Graduate degree in Healthcare Administration, Nursing, Business, Law, Public Policy, or appropriate advanced degree. All accredited programs are acceptable (no specific accrediting body required).
- Outstanding skills in written and verbal communication, data analysis and interpretation, and project management.
- Demonstrated computer skills including Microsoft Office 365.
- Ability to work independently with minimal supervision and collectively with teams of people in a diplomatic, collaborative, and effective manner.
- Organizational, problem-solving, and critical thinking skills.
- Ability to manage multiple projects concurrently.
- High level of self-motivation to learn and to participate in activities to enhance the Center's mission.
- Must reflect a professional appearance and demeanor. This includes maintaining a respectful and positive attitude, business casual dress for day-to-day wear, and business formal for special meetings and events.
- Must possess excellent customer service skills.

Additional Information

The following are the specific learning and experience objectives for the fellow, during the tenure of the fellowship period:

- Leadership skills and behaviors (specifically for an Academic Medical Center with a tripartite mission):
    - Articulate and communicate the mission, objectives, and priorities of the organization to internal and external entities.
    - Incorporate management techniques and theories into leadership activities.
    - Analyze problems, promote solutions, and encourage decision making.
- Develop knowledge and skills using process improvement and lean methods.
- Gain knowledge and work experience related to patient care and supportive processes.
- Attend and participate in various leadership meetings to gain an understanding of how organizational priorities are determined and decisions are made.

- Participate in educational seminars within Michigan Medicine and externally to supplement work experience and meet the learning objectives, as appropriate and available.
- Gain knowledge and experience related to the following Center areas, through projects, observation, and attending educational programs:
    - Primary Cardiovascular Center units: Cardiac Surgery, Cardiovascular Medicine, and Vascular Surgery
    - Strategic Planning
    - Safety & Quality
    - Experience & Culture
    - Research & Innovation
    - Education
    - Philanthropy & Investments
- Additional learning is aligned with competencies from ACHE and internally designed curriculum.

Background Screening

Michigan Medicine conducts background screening and pre-employment drug testing on job candidates upon acceptance of a contingent job offer and may use a third-party administrator to conduct background screenings. Background screenings are performed in compliance with the Fair Credit Report Act. Pre-employment drug testing applies to all selected candidates, including new or additional faculty and staff appointments, as well as transfers from other U-M campuses.

Application Deadline

The application is typically open for three months, with a deadline that varies from year to year, but is typically in early September.

U-M EEO/AA Statement

The University of Michigan is an equal opportunity employer.