

FAQs: Internal Corporate Administrative Fellowship

1) What is the Internal Corporate Administrative Fellowship?

The Internal Corporate Administrative Fellowship is a one-year program that offers TriHealth team members with a completed master's degree in healthcare administration the opportunity to enhance their leadership skills and operational understanding within our system. The fellowship is structured to provide hands-on and project lead experience in various administrative roles, working directly with key senior and operations leaders across the system. The fellowship also includes mentorship from senior leaders, rotations through various departments, and participation in system-wide projects.

2) Who is eligible to apply for the fellowship?

To be eligible for the fellowship, you must meet the following criteria:

- Obtained a master's degree in healthcare administration (or equivalent) from an accredited university
- Demonstrate interest in healthcare administration
- Exhibit our TriHealth Way behaviors and be in good standing as a TriHealth team member for the past 12 months
- Commitment to a one-year, full-time role
- Recommendation by one-up leader
- Been a TriHealth team member for at least one year
- Score of 3.0 or higher in year-end team member appraisal evaluations
- Master's degree GPA of 3.5 or higher
- Excellent communication and time-management skills
- Willing to take initiative and be highly independent

3) How do I apply for the fellowship?

To apply for the fellowship, go to oracle -> current jobs -> and search for **303418** code. Include your resume/CV and a cover letter to the job posting (303418) that explains:

- Why you are interested in this role
- How your participation will help you achieve your professional goals in healthcare administration
- How TriHealth will benefit from your participation
- Examples of healthcare administration projects you have already done

4) When does the application open?

Applications for the fellowship opens August 1, 2025.

5) When is the deadline to apply?

The deadline to apply is September 30, 2025. Interviews for candidates will take place in the fall. This fellowship has an anticipated start date in January 2026.

6) What are the benefits of the fellowship?

The fellowship offers several benefits for team members who are interested in advancing their careers in healthcare administration, such as:

- Exposure to various aspects of TriHealth's operations and strategic initiatives.
- Opportunity to work on meaningful projects that have an impact on the system and the community.
- Access to senior leaders and mentors who can provide guidance and feedback.
- Development of leadership, analytical, and problem-solving skills.

7) What is the Tgrade for the Fellowship?

The Tgrade for is T35.

8) What are some examples of projects that fellows have done in the past?

Some examples of past projects that fellows have completed or contributed to are:

- Analysis and evaluation of the operational and financial functions of the hospital, service line and specialty institute operations and business development initiatives
- Development and implementation of operational plans, procedures, and systems
- Identification of opportunities for service and program improvement and/or further development
- Interpretation and presentation of data analysis results and recommendations
- Document and presentation preparation for management and committee reports

9) Am I guaranteed a position once I complete the fellowship?

No. There is a potential to apply for permanent positions at TriHealth following the standard application processes.

10) Can I continue to work in my current job/role if I am selected to be a fellow?

No. The administrative fellowship is a full-time, 1-year commitment. You would have to leave your current role/job, and you are not guaranteed another position once the program is completed.

11) What if I am offered a position before completion of the Fellowship?

TriHealth does not prohibit fellows from accepting other positions before completing the fellowship program. You can talk to your preceptor regarding the opportunity and decide on an outcome that best aligns with your interests and career goals.

12) Who can I contact if I have more questions about the fellowship?

If you have any questions about the fellowship, please email Patrick Wright, VP of Population Health at Patrick_Wright@trihealth.com or Steve Gracey, SVP and Corporate Counsel at Steve_Gracey@trihealth.com.