



## INTERNAL CORPORATE ADMINISTRATIVE FELLOWSHIP

Tuesday, August 05, 2025

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**Description:** TriHealth Corporate Administration is excited to share a new career development opportunity for Team Members (TM) looking to expand their career in a Corporate Administration role. We are excited to introduce our Internal Corporate Administrative Fellowship program. This one year-long fellowship program allows TriHealth TMs, with a completed master's degree in health administration, the opportunity to be involved in a variety of system-wide projects at an advanced level, and learn from executives, leaders, and team members across functions, under supervision of a senior leader. The selected fellow will work out of the Corporate Baldwin Office located at 625 Eden Park Drive in Cincinnati, Ohio, with occasional local travel to various TriHealth offices and campuses. This fellowship has an anticipated start date in early January 2026.

### **Qualifications (all applicants must have):**

- 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 TM for the past 12 months
- Commitment to a 1-year, FT role
- Recommendation by 1-up leader
- Been a TriHealth team member for at least one year
- Score of 3.0 or higher in year-end TM 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

**Program Details:** This comprehensive program offers an opportunity to gain valuable experience through rotations and project work within the TriHealth system. Project work may be proposed by a senior leader, or the fellows based on personal interest, professional goals, and organizational priorities.

### **Examples of rotations (including but not limited to):**

- Hospital Operations
- Revenue Cycle
- Nursing
- Finance

### **Examples of Previous Projects:**

- Support nursing units as a business analyst. This includes providing data analysis to enhance business operations and collaboration with nursing leaders to manage unit budgets, purchases, and productivity.
- Project management lead for the Respiratory Protection Project. Develop a system to assist team members and leaders to track due dates and compliance with annual fit testing.
- Vendor coordination to install in-elevator advertising with new TriHealth branding at Good Sam and Bethesda North hospitals.
- Review of 1,000 surveys to collect and organize data from each Business Unit.

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**Application Materials:**

- Resume or CV
- Cover Letter that discusses the following:
  - Why are you interested in advancing your knowledge and experience in healthcare administration?
  - How will participation in the fellowship help you achieve your professional goals in healthcare administration?
  - How will TriHealth benefit from having you participate in this program?
  - Examples of healthcare administration projects or work you have already done.
- One Letter or Recommendation from your 1up (or equivalent)

**How to Apply:**

Apply via [TriHealth.com/careers](https://www.trihealth.com/careers) (search “Administrative fellowship” Job Requisition #303418) compile all your application materials into a single PDF file.

- Address cover letters to:  
TriHealth Baldwin Corporate Office  
*Attention to: (TBD)*  
625 Eden Park Drive  
Cincinnati, Ohio 45202

**Application Timeline (Fall 2025):**

- Applications for 2025 fellowship will open August 1, 2025
- Application deadline is September 30, 2025
- First round of interviews will be conducted in mid- October
- Final interviews will be conducted in late- October
- Final offers projected to be extended in November with an anticipated start date in early January.

**Additional Details:**

- Fellows will be offered standard fellowship salary, per established guidelines.
- Completion of the fellowship does not guarantee a job placement or continued employment at TriHealth.

If you have any questions about the fellowship, please email Patrick Wright, VP of Population Health at [Patrick\\_Wright@trihealth.com](mailto:Patrick_Wright@trihealth.com) or Steve Gracey, SVP and Corporate Counsel at [Steve\\_Gracey@trihealth.com](mailto:Steve_Gracey@trihealth.com).