

Administrative Summer Residency Program



*Columbia University
College of Physicians and Surgeons
Dean's Office, P&S Administration
630 West 168th Street
Suite 2-430
New York, NY 10032
dr2602@columbia.edu*



COLUMBIA UNIVERSITY

College of Physicians and Surgeons

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 & 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 4, 2018 through August 24, 2018. 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 Residency Program

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 are eligible to apply.

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 online at <https://jobs.columbia.edu/applicants/Central?quickFind=159913> ; or search by requisition number 086206;
2. Cover letter describing interest in the residency;
3. Current Resume;
4. Applicant's Writing Sample, of your choice as long as it is a minimum of 4 pages;
5. Official undergraduate and graduate school transcripts – sealed in registrar envelopes;
6. Two (2) sealed letters of recommendation signed on back flap by recommender. One letter should be from a graduate school professor and one from an employer, if possible.

All requirements must be completed/received by January 1, 2018

We suggest sending certified mail if you prefer to have confirmation of delivery.

One Applicant will be selected by each participating department. Decisions will be communicated by the end of February beginning of March.

For questions regarding application requirements, please refer to our Q&A of frequently asked questions. You may also contact Danielle Robbins by email at dr2602@columbia.edu.

V. Questions and Answers

Q: I am not able to provide one letter of recommendation from an employer, what can I do?

A: If you are not able to provide one letter of recommendation from an employer, please submit another letter of recommendation from a graduate school professor.

Q: Can I submit a copy of my transcript or print a copy of my unofficial transcript?

A: Only official undergraduate and graduate transcripts will be accepted.

Q: What are the Writing Sample requirements, should it be on any specific topics?

A: The Writing Sample is required to be a minimum of four pages. The topic or subject of your Writing Sample is of your choice.

Q: How can I confirm the delivery of my documents?

A: We suggest sending certified mail if you prefer to have confirmation of delivery.

Q: How much will I get paid as the Administrative Summer Resident?

A: The Administrative Summer Resident will be paid at the minimum rate of the Administrative Officer grade 103. He/she will be paid \$2,166.66 twice monthly, for the duration of the program.

Q: Where will the residency take place? Where is the College of Physicians and Surgeons?

A: The Administrative Summer Residency Program is part of the College of Physicians & Surgeons at Columbia University Medical Center. Although Columbia University and New York Presbyterian Hospital are affiliated, they are two separate organizations. The Summer Residency rotations will take place within the Clinical outpatient departments / group practices or Basic Science Departments and Institutes within the College of Physicians & Surgeons.

The College of Physicians & Surgeons is located at the Columbia University Medical Center Campus, at 630 West 168th Street New York, NY 10032.

Q: Can I pick the department I would like for the residency? Which departments will participate in the Summer Residency Program?

A: The Department Administrator determines their finalist and the candidate then identifies if there is a mutual interest. There must be matching interest on both sides, for the department and the residency candidate.

Department participation varies from year-to-year and is done on a volunteer basis. Ex: Our first year we had 3 Residents; this year we have 2 Residents. We will always accept one Resident, but there may be an opportunity for more than one depending on the departments participating.

Q: What is the work day/week schedule like for the residency?

A: The standard schedule for the Administrative Summer Resident is 35 hours a week, Monday- Friday, 9:00am-5:00pm.

Q: Who can I contact if I have any further questions about the Administrative Summer Residency Program?

A: If you have any further questions about the Administrative Summer Residency Program, you may contact Danielle Robbins by email at dr2602@columbia.edu.

We thank you for your interest in the 2018 Columbia University College of Physicians & Surgeons Administrative Summer Residency.