

Human Resources Fellowship 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*

I. Objectives of the Human Resources Fellowship Program

The Human Resources Fellowship Program is a full time, 12-month program designed for individuals seeking to prepare for a career in human resources management and to assume leadership positions. The program is open to students who have successfully completed an accredited Master's Program in Human Resources Management, Human Resources Management and Labor Relations, or Industrial/Organizational Psychology or related field within 12 months prior to the program's start date.

The purpose of the fellowship is to provide an introduction to the daily human resources activities of the College of Physicians & Surgeons from the perspective of top management.

Whenever possible, the fellowship 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 the office of the Vice Dean for Administration for 12 months.

The objectives of the Human Resources Fellowship 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 human resources, 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;
9. To provide a basis for developing a code of ethics, philosophy, and a dedication to high ideals and standards; and
10. To provide an opportunity to evaluate the student in relation to his/her needs for professional development and potential for a career in human resources management.

II. Structure of the Fellowship

1. Orientation:

The Human Resources Fellow 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 fellowship will be assigned projects. The student will be given detailed assignments designed to give practical experience at administrative levels. These activities may include the collection of data to analyze problems of high organizational priority or participation in strategic planning efforts.

3. Involvement:

The Human Resources Fellow will have the opportunity to work within the office of the Vice Dean for Administration and will be involved in:

- Talent Acquisition
- Employee/ Labor Relations

- Compensation & Benefits
- Compliance
- Performance Management
- Records Management /Transaction Processing

III. Financial Arrangements for the Human Resources Fellow

The Human Resources Fellow will be paid at the minimum rate of the 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.

The fellowship is expected to run for 12 months from Thursday, July 5, 2018 through Friday, June 28, 2019. Arrangements for the yearlong schedule will be developed between the Dean's Office within the College of Physicians & Surgeons.

IV. How to Apply for the Human Resources Fellowship

Individuals who have successfully completed an accredited Master's Program in Human Resources Management, Human Resources Management and Labor Relations, or Industrial/ Organizational Psychology or related field within 12 months prior to the program's start date are eligible to apply. Candidates should be motivated self-starters and must also possess strong analytic, organization and communication skills.

To apply, mail the following documents together in one complete application package to:

Columbia University
College of Physicians & Surgeons
Human Resources Fellowship Program
630 West 168th Street
Suite 2-430
New York, NY 10032

1. Completed Columbia University College of Physicians and Surgeons Administrative Fellowship application. This is to be completed online at <https://jobs.columbia.edu/applicants/Central?quickFind=164803> or search by requisition number 089685;
2. Cover Letter describing interest in the fellowship;
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 Monday, January 1, 2018.

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

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 & 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 sealed in registrar envelopes 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 or Fed Ex if you prefer to have confirmation of delivery.

Q: How much will I get paid as the Human Resources Fellow?

A: The Human Resources Fellow 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: What if I obtain my Master's degree in Human Resources Management, Human Resources Management and Labor Relations, Industrial/ Organizational Psychology, or related field more than 12 months prior to the program's start date?

A: Only applicants who have successfully completed their Master's Degree in Human Resources Management, Human Resources Management or Labor Relations, Industrial/Organizational Psychology less than 12 months prior to the program's start date (July 5th, 2018) are eligible to apply.

Q: I expect to obtain my Master's degree after the program start date, can I still apply?

A: Candidates should have completed their Master's Degree before the programs start date (July 5th, 2018). Individuals who will obtain their degree after the programs start date should apply for the next year's Human Resources Fellowship.

Q: Where will the fellowship take place? Where is the College of Physicians & Surgeons?

A: The Human Resources Fellowship 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 Human Resources Fellow's involvement will take place within the Office of the Vice Dean for Administration.

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

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

A: The standard schedule for the Human Resources Fellow is 35 hours a week, Monday- Friday, 9:00am- 5:00pm.

Q: Where can I find the application and upload supporting documentation?

A: Applicants must complete the Columbia University College of Physicians & Human Resources Fellowship application online, with your online application please upload your Resume, Cover Letter and Writing Sample. These documents must also be mailed in your application package. The link to the online application is <https://jobs.columbia.edu/applicants/Central?quickFind=164803> or search by requisition number 089685.

All materials should be mailed together in one complete application package to:

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College of Physicians & Surgeons
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630 West 168th Street
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All required documents should be mailed together in one complete application package; please do not mail your documents individually.

Q: What should my complete application package include?

A: Your complete application package should include the following:

- Applicant's Cover Letter describing interest in the fellowship,
- Applicant's Current Resume
- Applicant's Writing Sample, of your choice as long as it is a minimum of 4 pages,
- Applicant's official undergraduate and graduate school transcripts – sealed in registrar envelopes,
- Two sealed letters of recommendation – signed on envelope's back flap by recommender. One letter should be from a graduate school professor and one from an employer, if possible. Please ask your recommender to sign the letter of recommendation and also the back flap of the sealed envelope as well.

Q: Who can I contact if I have any further questions about the Human Resources Fellowship?

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

*We thank you for your interest in the 2018-2019 Columbia University College of Physicians & Surgeons
Human Resources Fellowship.*