

Sheppard Pratt Administrative Fellowship Program

2023-2024

The Administrative Fellowship at Sheppard Pratt is a **12-month program** for those who have completed the coursework for their master's degree. Sheppard Pratt is the nation's largest, private, nonprofit provider of mental health, substance use, special education, developmental disability, and social services. Ranked by *U.S. News & World Report* as a **Top 10 Psychiatric Hospital for more than 30 years**, Sheppard Pratt is unparalleled in the quality of its services and the range of its expertise across more than 160 programs in 380 sites of care.

This paid training program offers fellows the opportunity to work across the entire organization including hospitals, community and residential services and schools. The fellowship will provide an opportunity to develop work experience and build on knowledge gained in graduate coursework. The fellowship will begin with an orientation to the strategic and operational priorities of the organization. The fellow will then apply their background, interests, and experience to contribute to the system while gaining an in-depth understanding of its many components. Time will generally be divided between work in strategy and operations with opportunities to work in a variety of care settings and departments. This program will start annually in June.

Program Requirements:

- Required Master's Degree (MHA, MBA, MHSA, MPH, or other related fields). Candidates who are on schedule to receive a master's degree upon completion of a fellowship are also eligible. Degree conferral is not required for this position.
- Candidates must receive master's degree from an accredited graduate program
 - Programs with accreditation from the Commission on Accreditation of Healthcare Management Education (CAHME) are preferred.
- Relevant healthcare industry experience such as prior work experience, internship, externship, etc.

Application Materials Required:

- Current Resume
- Official Graduate Transcript
- Two letters of recommendation, one professional and one academic
- One-two page personal statement addressing the following:
 - Your qualifications and objectives
 - How would a fellowship at Sheppard Pratt help you achieve your career goals?

Please email all application materials in one PDF to fellowship@sheppardpratt.org by **October 1, 2022**. Include in the subject line "Administrative Fellowship Application Submission" with your name. Incomplete applications will not be considered.

Questions?

Email fellowship@sheppardpratt.org

Or, join us for a virtual information session on Tuesday, August 30 at 4 p.m. or Thursday, September 8 at 9 a.m. Email fellowship@sheppardpratt.org to register for an information session.

