

M | FRANKEL CARDIOVASCULAR CENTER



The Frankel Cardiovascular Center Linda R. Larin Administrative Fellowship 2024-2026

The Frankel Cardiovascular Center (FCVC) Linda R. Larin Administrative Fellowship is designed to provide early career healthcare leaders with hospital and administrative training in an academic medical center. The FCVC is at the forefront of innovative, advanced efforts to combat the magnitude of cardiovascular disease through our tri-partite mission: clinical care, research, and education. We're doing it with expert multi-disciplinary medical teams, researchers and educators as we strive to continually advance our efforts to become the "best academic heart and vascular center in the world".

The Administrative Fellowship offers a paid 24-month leadership development program that consists of opportunities across a broad spectrum – clinical care, research, education, strategic initiatives, finance, and community outreach. The fellow will work closely with their day-to-day preceptor, the Chief Administrative Officer of the FCVC or another member of the administrative team, a mentor, and the second-year fellow, while also engaging with other FCVC and Michigan Medicine leaders. This fellowship was established through the generosity of the Samuel and Jean Frankel Foundation in honor of Linda Larin and her contributions to patient and family centered care.



Work with executives, administrators, clinicians and researchers across the entire FCVC enterprise



Projects spanning a broad spectrum: clinical care, research, education, and strategic initiatives



Leadership development opportunities with FCVC and Michigan Medicine leaders



Competitive salary, benefits, and conference stipends

Application now open! Please submit materials to fcvadminfellow@med.umich.edu or contact us with any questions. Application requirements can be found on the next page.

The Frankel Cardiovascular Center Linda R. Larin Administrative Fellowship

Required Application Materials:

In order to be considered for the Frankel Cardiovascular Center Linda R. Larin Administrative Fellowship, we require an application submitted as a **single PDF file** attached in an email to fvcadminfellow@med.umich.edu, containing the following:

1. Current Resume

2. Career Goals and Objectives Personal Statement

- A one-page personal statement of your career goals and objectives that specifies a) why you want to be the Frankel Cardiovascular Center Administrative Fellow; b) how you think the Frankel Cardiovascular Center Administrative Fellowship will develop you personally and professionally to pursue your short and long-term goals; and c) how your previous experiences (academic and/or professional) have influenced your envisioned contribution to the Linda R. Larin Administrative Fellowship.

3. Letters of Recommendation (3)

- Provide three (3) letters of recommendation, at least one professional and one academic. Scan and email all three letters as part of your PDF application packet.
- Please address letters of recommendation to 'Frankel Cardiovascular Center Linda R. Larin Administrative Fellowship Selection Committee'.

4. Application Fee

- None! We're excited to hear from all interested parties without the barrier of an application fee.

No affiliation with the University of Michigan is needed to apply. In order to be considered for the Frankel Cardiovascular Center Linda R. Larin Administrative Fellowship, it is the applicant's responsibility to email a completed application to fvcadminfellow@med.umich.edu by 11:59 PM on **Wednesday, September 20th, 2023**.

Application Timeline

- June 5th – September 20th, 2023: Accepting Applications
- September 20th, 2023, at 11:59 PM: Application Deadline
- September 25th – 26th, 2023: First-Round Phone Interviews for Selected Candidates
- Late September/Early October 2023: Final Round Onsite Interviews for Selected Candidates
- Early October 2023: Offer Extended
- July 2024: Start of Administrative Fellowship
- June 2026: End of Administrative Fellowship

The FCVC is dedicated to building a diverse, inclusive, and authentic workplace, so if you're excited about this role but your past experience doesn't align perfectly with the description, we encourage you to apply anyway. You may be just the right candidate.

The University of Michigan, as an equal opportunity/affirmative action employer, complies with all applicable federal and state laws regarding nondiscrimination and affirmative action. The University of Michigan is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, national origin, age, marital status, sex, sexual orientation, gender identity, gender expression, disability, religion, height, weight, or veteran status in employment, educational programs and activities, and admissions.

We provide reasonable accommodations to individuals with disabilities to increase opportunities and eliminate barriers to employment. If you need a reasonable accommodation at any point in the application and/or hiring process, please contact us at fvcadminfellow@umich.edu.