

Please reference the following 24-step guide when submitting your fellowship application.

https://geisinger.shcm.lawson.com/prodhcm/CandidateSelfService/controller.servelet?@service=_for - Windows Internet Explorer

https://geisinger.shcm.lawson.com/prodhcm/CandidateSelfService/controller.servelet?@service=_formnav&btto=JobPosting&dataarea=prodhcm&webappr

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Openings Search

GEISINGER Career Space

Welcome [Login] [Register]

1) Select "Apply Now"

Apply Now Send To A Friend Save To Job Cart

— Collapse All View as pdf

ADMINISTRATIVE FELLOWSHIP(Job Id 4055)
Category: ADMIN Employment Type: EMPLOYEE
Post Date: 08/19/2011

Description

LOCATION:Geisinger Medical Center Hospital & Geisinger Wyoming Valley Medical Center

JOB DESCRIPTION: Engage an individual in the operation of Geisinger Health System through active involvement in the planning, executing, and analysis of components of current and future operations, initiatives, and programs. Administrative Fellow will be independently responsible for leading projects that support the goals and objectives of Geisinger Health System.

Fellow will be held accountable for managing multiple simultaneous tasks directly related to assigned project work. Project work is intended to provide specific experience in healthcare management. Goals and expectations will be clearly defined at the initiation of the program.

Administrative Fellow located in the Central/Western Market will work under the supervision of the Chief Administrative Officer at Geisinger Medical Center. Administrative Fellow located in the Northeastern Market will work under the supervision of the Chief Administrative Officer of Geisinger Wyoming Valley and Geisinger South Wilkes-Barre Hospitals and the Regional VP of NE Strategic Development.

YEAR 1 RESPONSIBILITIES:

1. Lead operation-based initiatives as assigned by senior preceptor.*
 - Develop project plans, goals and budgets.
 - Oversee, monitor and direct all aspects of project implementation.
 - Create metrics and tracks project status and documentation.
 - Oversee strategic planning and business development in conjunction with supervisor.*
 - Design, maintain, and analyze reports for management as assigned.
 - Present progress on project deliverables at periodic management meetings.
 - Develop and maintain positive working relationships with individuals holding positions at various levels of the organization and promote teamwork in problem resolution.

Done Internet 100%



2) Select "Click Here" to Register for a New Account

New User?

Open up an account.
Sign up now to get started

If you don't have an account, [click here](#) to register.

Or browse now and register later.

[Browse](#)

Existing User?

Login Now!

Username:

Password:

Login

If you forgot your password, [click here](#) to reset.

Registration - Registration Process - Windows Internet Explorer

https://geisinger.shcm.lawson.com/prod/hcm/CandidateSelfService/fm?panel=RegistrationProcess&serviceForm&action=CreateLoginCasual&_pf=true&sd

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Registration - Registratio...

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Registration - Registration Process

Registration Process
Registration Process Summary

Welcome to Geisinger Health System!

Thank you for your interest in working for Geisinger. You are welcome to review our open positions, however, in order for us to consider you as an applicant you must apply to a specific position. An email account is all you need to get started. If you do not have an email account please click on the 'Create Email Address' button to set up a free account.

STOP...IF you are a current Geisinger employee, submit your application via Employee Space in Lawson. If you are having problems with the internal job board please contact Human Resources . DO NOT ATTEMPT TO APPLY VIA GEISINGER.ORG as you will not be viewable as an internal candidate and therefore cannot be transferred.

Geisinger Health System (GHS) is a drug screening employer and we promote a drug-free work environment. We are an Affirmative Action, Equal Opportunity Employer. M/F, D/V. We require PA Child Abuse clearance, Federal Fingerprinting clearance, and background check for employment.
Employment Inquiries: Phone: 1-877-303N-GHS (369-6447)

Geisinger Health System (GHS)
The Web to the system of health care comprised of the separate age corporate entities: Geisinger Health System Foundation, and all its separate age corporate entities.

* Small Address (User Name) Don't have an email address? [Create one here.](#)

* Password

* Confirm Password

Choose an option to get started:

Option #1: Upload & Review CV
Resume / CV

Option #2: Complete Information

Contact Information
[Please type your contact information in all UPPER CASE](#)
***Note: If you choose OPTION #1 you do not have to fill out the information below.**

* Given Name (First)

* Family Name (Last)

Preferred Contact Method Preferred Contact

Country

Address Line 1

Address Line 2

City State Province Postal Code

Country

Home Phone

Mobile Phone

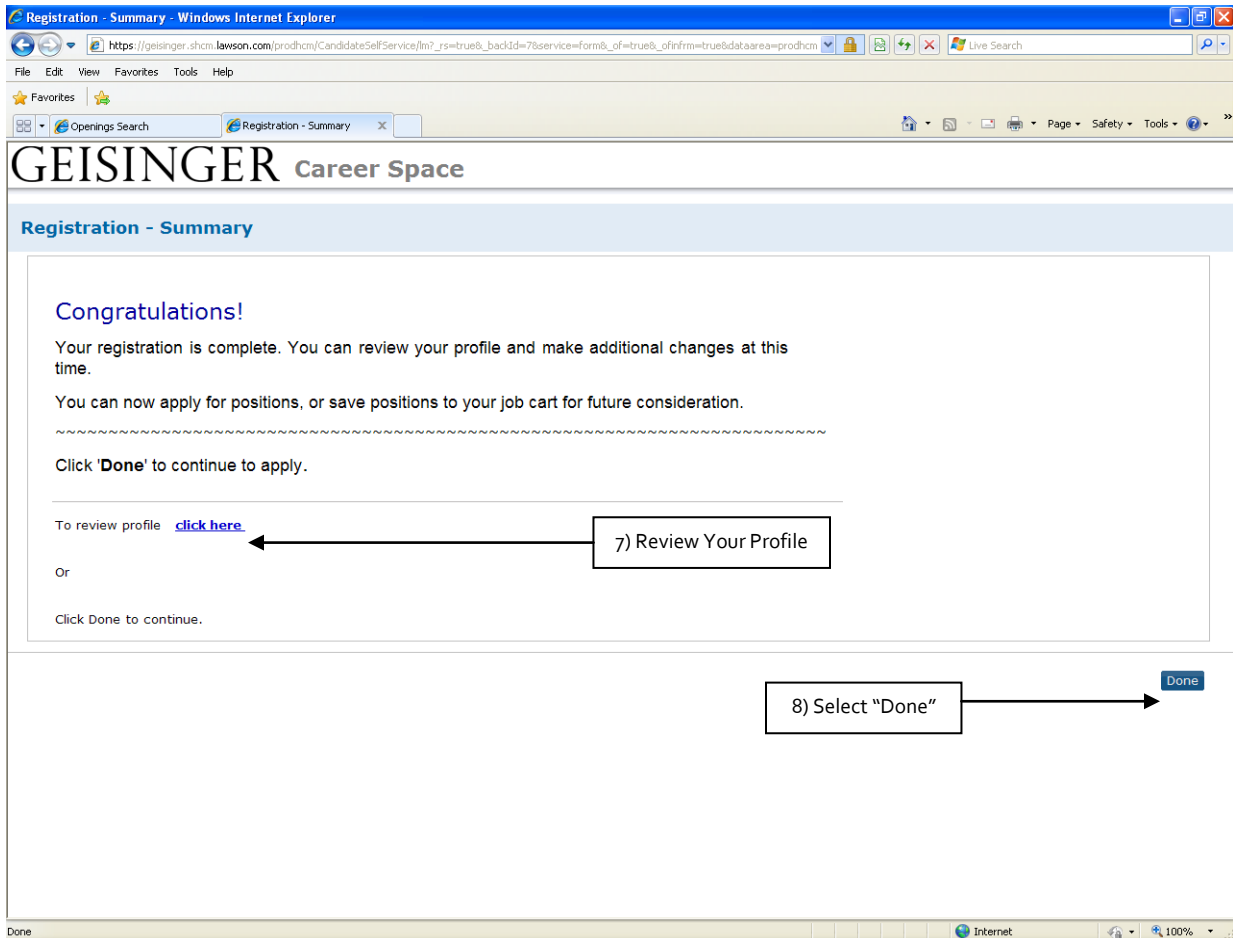
6) Select "Continue"

3) Create a 'User Name' & 'Password'

4) Upload Your Resume

5) Enter Your Contact Information

Internet 50%



Congratulations!

Your registration is complete. You can review your profile and make additional changes at this time.

You can now apply for positions, or save positions to your job cart for future consideration.

Click 'Done' to continue to apply.

To review profile [click here](#)

7) Review Your Profile

Or

Click Done to continue.

8) Select "Done"

Done

Job Application For ADMINISTRATIVE FELLOWSHIP - Consent - Windows Internet Explorer

https://geisinger.shcm.lawson.com/prod/hcm/CandidateSelfService/fm?JobPosting=1&service=form&dataarea=prod/hcm&webappName=CandidateSelfSer

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Job Application For ADMINISTRATIVE FELLOWSHIP - Consent

Job Application Process

Consent > Questions > Acknowledgement > Information > Summary

Consent Agreement

I understand that employment is conditioned upon the following: (i) successful verification of employment and educational history; (ii) passing the preemployment drug-screening (no presence of drugs); (iii) signing the Code of Conduct; (iv) satisfactory check of references and background history; (v) as applicable, successful completion of the credentialing process as outlined in this application; (vi) as applicable, final approval by the GHS Credentials Committee pending completion of your appointment file.

By checking this box, I understand and agree that GHS may verify all information relative to my background and employment. I also release from liability, for doing so, GHS and any employer, individual or other organization that provides background information.

I Agree

Continue Cancel

g) Review the Consent Agreement, and then Select "I Agree" – if appropriate

10) Select "Continue"

Done Internet 100%

Job Application For ADMINISTRATIVE FELLOWSHIP - Questions - Windows Internet Explorer

https://geisinger.shcm.lawson.com/prod/hcm/CandidateSelfService/fm?panel=Consent&JobPosting=1&service=form&action=CreateInProgress&dataarea

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Job Application For ADMINISTRATIVE FELLOWSHIP - Questions Information Updated

Job Application Process

Consent > **Questions** > Acknowledgement > Information > Summary

11) Review the Questions and Select the Appropriate Answers

1. Are you at least 18 years of age or can you provide proof of your eligibility to work?
2. Are you either a U.S. Citizen or alien who has the legal right to remain and work in the U.S.? (You will be required to furnish documents proving identity and eligibility to work in the U.S. if you are extended a job offer.)
3. Have you previously worked at a Geisinger facility? If yes, please provide the location and date and list any previous last name(s) you may have worked under (ex. maiden name).
4. Have you ever been convicted of a felony or misdemeanor? If yes, describe fully the criminal conviction(s), list the nature of the offense and when the offense occurred. Record of conviction does not disqualify applicant from employment consideration.
5. Have you ever been excluded from a Federal Health Care Program? If yes, explain fully. If yes, and reinstated, please list the date.
6. Have you ever been discharged from a job? If yes, explain fully.
7. Have you completed a graduate degree in Healthcare Administration from a CAHME accredited program, Business Administration, or similar graduate program?
8. Do you have a terminal degree? (MD, DO, JD, PhD)
9. Would you require a Visa sponsorship?
10. Do you have more than 5 years of work experience post graduation?

Back Continue Cancel

12) Select "Continue"

Internet 75%

Job Application For ADMINISTRATIVE FELLOWSHIP - Acknowledgement - Windows Internet Explorer

https://geisinger.shcm.lawson.com/prod/hcm/CandidateSelfService/fm?JobApplication=1&Candidate=49996&panel=Acknowledgement&service=Form&_of

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Job Application For ADMINISTRATIVE FELLOWSHIP - Acknowledgement

Job Application Process

Consent > Questions > Acknowledgement > Information > Summary

Acknowledgement

All phases of employment at Geisinger Health System are based strictly upon the qualification of the individual as related to the work requirements of the position. This criteria is applied without regard to gender, color, religion, national origin, age, disability, handicap, or status as a Vietnam-era or special disabled veteran, or any other non-job-related factors.

I certify to the best of my knowledge, that the information contained in this application is true and complete. I understand and agree that any false information, misrepresentation, or concealment of fact is sufficient grounds for either my refusal of employment by GHS or immediate discharge without recourse. I acknowledge that this application whether approved or disapproved may be retained indefinitely by the GHS.

I understand that this employment application or any other documents are not employment contracts. I also understand that any employment will be on a six month introductory basis and that any individual who is hired may voluntarily leave employment upon proper notice and may be terminated by the employer at any time and for any reason. I understand that any oral or written statements to the contrary are hereby expressly disavowed and should not be relied upon by any prospective or existing employee.

If you consent, check the following box, indicating your electronic signature.

I Agree

Back

13) Review the Acknowledgement, and then Select "I Agree"

14) Select "Continue"

Continue Cancel

Done Internet 75%

Job Application For ADMINISTRATIVE FELLOWSHIP - Information - Windows Internet Explorer

https://geisinger.shcm.lawson.com/prod/hcm/CandidateSelfService/fm?panel=Acknowledgement&service=form&action=UpdateInProgress&dataarea=pro

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Job Application For ADMINISTRATIVE FELLOWSHIP - Information

Job Application Process

Consent Questions Acknowledgement Information Summary

Please provide us with information regarding self identification

We are an equal opportunity/affirmative action employer. As a federal contractor, we are required by the federal government to maintain certain information for record keeping purposes. Your participation is voluntary and will be kept confidential. **All information is kept separate from your employment application.** Neither participation in providing this information nor the information itself, will affect your possibilities for employment. All information provided is used only for purposes of fulfilling record keeping requirements of the federal government.

GENDER:

← 15) Select Items, if appropriate

ETHNICITY:

- ASIAN
- AMER INDIAN OR ALASKA NATIVE
- BLACK OR AFRICAN AMERICAN
- HISPANIC
- NATIVE HAWAIIAN/PACIFIC ISLAND
- TWO OR MORE RACES
- UNKNOWN
- WHITE

VETERAN CODE:

Back 16) Select "Continue" Continue Cancel

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Job Application For ADMINISTRATIVE FELLOWSHIP - Summary - Windows Internet Explorer

https://geisinger.shcm.lawson.com/prod/hcm/CandidateSelfService/fm?service=go&stack=17

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Job Application For ADMINISTRATIVE FELLOWSHIP - Summary

Information Updated

Summary

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****Do not hit "Submit Application" before reading the following:**

You are strongly encouraged to attach a resume with this application. The application must be as complete as possible in order to evaluate you for the position. Resume's and cover letters must be attached in the section below named "Attachments"

**** NOTE, WHEN UPLOADING RESUME'S, COVER LETTERS OR OTHER DOCUMENTS, PLEASE USE A WELL KNOWN FILE EXTENSION TYPE SUCH AS .DOC, .PDF, .TXT FOR EASY READABILITY**

**** NOTE, INFORMATION YOU ENTER FOR THIS APPLICATION WILL NOT BE USED FOR FUTURE APPLICATIONS. IF YOU WISH TO SAVE YOUR INFORMATION YOU MUST ENTER IT UNDER 'MY PROFILE'**

In lieu of a resume, you may complete each section with the appropriate data as it applies.

Process Application [Submit Application](#)

To complete the application process you must click the **Submit Application** button.
Note: Clicking **Done** button below will not submit your application.

Contact Info [Update Contact Info](#)

Primary Address: 1 Academy Ave
Lewisburg, PA 17837
Home Phone: 123 456789
Primary Email: 1@1.com

17) Review and Confirm Your Application*
**Please review this information carefully, as it is automatically uploaded from your resume and should be verified prior to submission.*

Preferences [Update Preferences](#)

Talent Attributes

Employment History [Add](#)
No data available

Education History [Add](#)

Education	Institution	Specialization	In Process
A.Arts	State College	ARTS	No

Competencies And Skills [Add](#)

Done Internet 75%

File Edit View Favorites Tools Help

Back Search Favorites

Address: <https://geisinger.shcm.lawson.com/prodhcm/CandidateSelfService/Im?panel=Submit&service=form&action=UpdateInProgress&dataarea=prodhcm&webappName=CandidateSelfService&name=J>

Talent Attributes

- Employment History **Add**
No data available
- Education History **Add**
No data available
- Competencies And Skills **Add**
No data available
- Credentials **Add**
No data available
- Achievement History **Add**
No data available
- References **Add**
Please Do Not Submit Reference Letters Here – Please See Instructions on Website.
- Attachments **Add**
18) Select "Add" and then Upload: (A) Statement on Professional Development Objectives; (B) Cover Letter; (C) Optional Essay; and (D) Graduate Transcripts. Please use the following format to title your documents:
(A): "LastName_Statement_CurrentYear" – for example, "Smith_Statement_2011"
(B): "LastName_Cover_CurrentYear" – for example, "Smith_Cover_2011"
(C): "LastName_Essay_CurrentYear" – for example, "Smith_Essay_2011"
(D): "LastName_Transcripts_CurrentYear" – for example, "Smith_Transcripts_2011"
- Identifications **Add**

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Internet

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Job Application For ADMINISTRATIVE FELLOWSHIP - Summary

Information Updated

Summary

- Collapse All View as pdf

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Process Application
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Note: Clicking **Done** button below will not submit your application.

19) Select "Submit Application"

Contact Info
[Update Contact Info](#)
Primary Address: 1 Academy Ave
Lewisburg, PA 17837 Home Phone: 123 4567891
Primary Email: 1@1.com

Preferences
[Update Preferences](#)

Talent Attributes

Employment History [Add](#)
No data available

Education History [Add](#)

Education	Institution	Specialization	In Process
A.Arts	State College	ARTS	No

Competencies And Skills [Add](#)

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Job Application For ADMINISTRATIVE FELLOWSHIP - Summary - Windows Internet Explorer

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Openings Search Job Application For ADMI...

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Job Application For ADMINISTRATIVE FELLOWSHIP - Summary

22) Confirm that Your Application was Accepted → Application Submitted

Summary

Summary

Click [My Applications](#) to view all submitted applications. ← 23) Review Your Application by Selecting "My Applications"

Click [Search Jobs](#) to continue searching for jobs.

Printable Agreements

Click the following to view and print Agreements

[Consent Agreement](#) [Acknowledgement](#)

24) Select "Done" → Done

Done

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