



The University of Mississippi Medical Center is seeking a graduate student to work in the Office of Diversity and Inclusion as a **Diversity and Inclusion Administrative Fellow** to support its missions of academics, healthcare, and research.

We are seeking a talented professional and graduate student to promote leadership and career opportunities in academic medicine. This unique training experience is designed to:

- Broaden and enhance professional skills by working in an environment with exceptional leaders and staff in an academic medicine community
- Cultivate talent to grow and develop professionally as an administrator in higher education or a health system setting
- Expose the fellow to various projects led by the Office of Diversity and Inclusion to advance departmental goals and expand outreach to internal and external constituents

**Requirements:** The fellow must be enrolled as a graduate-level student from one of Mississippi's public or private higher education institutions and receiving course credit for the fellowship. A minimum of three (3) years of professional experience in a higher education or health system setting is also required. Ideal candidates are highly motivated and results-oriented, with a strong demonstrated interest in diversity and inclusion.

This is a non-paid fellowship in which the candidate must commit to a semester-long appointment (Spring 2018) and work a minimum of 10 hours per week (no more than 20). Fellows working full-time are strongly encouraged to obtain permission or approved leave from their current employer. Please note that there is no guarantee of permanent employment at UMMC upon completion of the fellowship period.

### **How to Apply**

If you are interested in this opportunity, please submit the following documents to [odi@umc.edu](mailto:odi@umc.edu) by **September 30, 2017**. In the subject line, please write "Fellowship Opportunity – Your Name"

- Curriculum vitae or résumé
- Two letters of recommendation addressing your academic ability, and/or work performance (one letter must be from your academic advisor or course director)
- A brief statement of professional interest, goals, and rationale for seeking this fellowship (not to exceed one-page)

## About the University of Mississippi Medical Center (UMMC)

Located in Jackson, UMMC is Mississippi's only academic medical center. Together, our missions of education, research, and health care work to improve the health of all Mississippians. UMMC is in the process of implementing its 2020 Strategic Plan, which has a heavy emphasis on becoming a High Reliability Organization. This builds on three things: i) unified support of leaders from the medical school, hospital, and clinical departments; ii) common goals with a commitment to robust process improvement in clinical and operational metrics; and iii) culture change based on a greater emphasis on patient-centered care and employee engagement as essential steps to improving our culture of safety.

In addition, UMMC has:

- Nearly 10,000 employees and more than 500 physicians in an integrated group practice.
- Four hospitals on our main campus, with 697 beds and a growing number of ambulatory locations.
- On average, 34,000 admissions, 26,000 surgical cases, and 2,300 births annually.
- Over 450,000 hospital outpatient visits, 540,000 clinic visits, and 145,000 emergency room visits.
- Mississippi's only level I trauma center, level IV neonatal intensive care unit, and transplant program.

*The University of Mississippi Medical Center is an EOE/AA/Minorities/Females/Vet/Disability/Sexual Orientation/Gender Identity/Title VI/Title VII/Title IX/504/ADA/ADEA employer. The University of Mississippi Medical Center provides equal opportunity in any employment practice, education program, or education activity to all qualified persons. The Medical Center complies with all applicable laws regarding equal opportunity and affirmative action and does not unlawfully discriminate against any employee or applicant for employment based upon race, color, gender, sex, sexual orientation, gender identity or expression, religion, national origin, age, disability, veteran status, or genetic information.*