

UFCOM Finance & Administration Fellowship Program

The UFCOM Finance & Administration Fellowship is a two-year, full-time, paid opportunity designed to provide fellows with a comprehensive view of academic medicine. Fellows collaborate directly with executive leadership on high-impact initiatives that span both clinical and academic enterprises, managing projects across over 20 departments. Through this experience, fellows gain exposure to the strategic, operational, and financial priorities of one of the nation's largest academic health centers, while benefiting from individualized mentorship and leadership development to prepare them to drive meaningful transformation across complex healthcare organizations.

Why Choose Us?

- Project Management
- Data Analysis
- Leadership Development
- College Level Impact

Preceptors

- Reports to the Associate Director of Operations
- CFO serves as the Preceptor

Timeline

- September - App Opens
- October 22 - App Closes
- Mid November - Round 1
- Early December - Round 2
- Mid December - Decisions

Applications Open: Late September

Deadline: October 22, 2025 at 12:00 PM (EST)

Please submit the following materials through the job portal on our website once it becomes available:

- Current professional resume
- Personal Statement (1-page)
- Cover letter
- Three letters of recommendation
- Graduate transcripts (optional)



Fellowship Overview



Leadership & Project Experience

Project Management

Facilitating, leading, and managing complex projects assigned by senior leadership across the college.

Data Management

Developing and presenting financial and non-financial reports, including data analysis and interpretation to support projects and leadership initiatives.

Leadership Development

Engaging in leadership development through participation in executive-level meetings and managing the healthcare administration internship program, including project oversight, performance evaluation, and mentorship.

Candidate Profile

This program targets applicants with the following qualifications:

- Master's degree in Business Administration, Healthcare Administration, Accounting, Public Health, or Public Administration
- Applicants must have earned their degree prior to starting the program. (Exceptions allowed for programs that require a residency or fellowship)
- Prior work experience in healthcare, including internships, and demonstration of leadership through community involvement and professional associations preferred.



Previous Fellows

Juan Parada, Esq., MBA - Asst. Director of Financial Planning, UF COMFA

Jacq Hundley, MHA - Director of Finance, PHOS Creative

Allison Castiblanco, MHA - Sr. Project Manager of Operations, UF COMFA

📍 Gainesville, FL

Gainesville is a vibrant city with a diverse population, excellent public schools, Division I NCAA sports, and no state income tax. The area is known for its nature trails and parks, springs, bike routes, sporting events, museums, mild winters, and warm summers. Being centrally located makes Gainesville easily situated for a day trip to beautiful beaches along the Atlantic Ocean and Gulf of Mexico, to theme parks including Disney World, and other cities including Orlando, Jacksonville, and Tampa.



Contact Information

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UF College of Medicine Administrative Fellowship Program