



Career Development Center
www.sju.edu/careers

HEALTH ADMINISTRATION
COLLEGE OF PROFESSIONAL AND LIBERAL STUDIES

Health care is a complex, multi-faceted industry. From practitioners to patients, policies to paperwork — administrators are a vital part of ensuring the survival of health care organizations and maintaining vital communities as a result. The Bachelor of Science in health care administration empowers professionals with the knowledge and skills needed to enact change both in their organizations and beyond

LEARN MORE ABOUT THE HEALTH ADMINISTRATION MAJOR:

- Visit the Health Administration department website here: <http://www.sju.edu/majors-programs/adult-learner/bachelor-degrees/health-administration-bs>
- Contact the College of Professional and Liberal Studies (CPLS) for information about academic advising <http://www.sju.edu/int/academics/pls/advising/index.html>
- Call CPLS 610-660-1267 to schedule a meeting with a faculty member
- Speak with current students in the major
- Contact Adult Student Life at 610-660-1074 for general questions
- Schedule an appointment with the Career Development Center (610-660-3100)

WHAT CAN I DO WITH A MAJOR IN HEALTH ADMINISTRATION?

Whatever you put your mind to. Following are descriptions of just a few of the careers you might pursue:

Health Educators: Provide and manage health education programs that help individuals, families, and their communities maximize and maintain healthy lifestyles. Collect and analyze data to identify community needs prior to planning, implementing, monitoring, and evaluating programs designed to encourage healthy lifestyles, policies, and environments. May serve as a resource to assist individuals, other healthcare workers, or the community, and may administer fiscal resources for health education programs.

Medical and Health Service Managers: Plan, direct, or coordinate medical and health services in hospitals, clinics, managed care organizations, public health agencies, or similar organizations.

Human Resources Managers: Plan, direct, or coordinate human resources activities and staff of an organization.

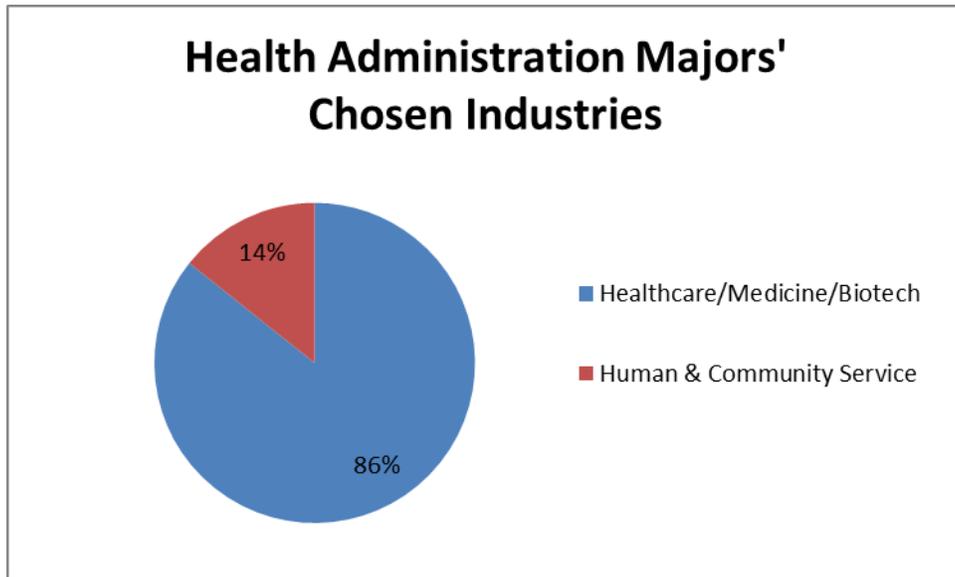
HOW CAN I ENGAGE MY INTEREST IN HEALTH ADMINISTRATION OUTSIDE THE CLASSROOM?

There are so many opportunities to get involved— and to develop experience in your major while doing so! Here are just a few:

MAPS (Minority Assoc. of Pre-Med Students)
American College of Health Care Administrators
American Association of Healthcare Consultants
Health Management Careers

Women in Health Care Management
World Health Organization

A CLOSER LOOK AT GRADUATES WITH DEGREES IN HEALTH ADMINISTRATION



HERE'S A SAMPLING OF POSITIONS OUR GRADUATES HAVE ACCEPTED:

Administrative Technician
Clinical Appeals Coordinator
Clinical Database Manager

Practice Manager
RN Case Manager

ORGANIZATIONS THAT HIRE OUR GRADUATES INCLUDE:

Children's Hospital of Philadelphia
City of Philadelphia
Devereux
Hospital of University of Pennsylvania

Pennsylvania Hospital
Thomas Jefferson University
University of Pennsylvania Health System

FURTHER ASSISTANCE WITH YOUR MAJOR AND CAREER OPTIONS

The Career Development Center can help you with the process of choosing a major and exploring your career options. For assistance, please call 610-660-3100 to schedule an appointment to meet with a Career Counselor.

GETTING THE JOB—SAMPLE HEALTH ADMINISTRATION MAJOR RESUME INCLUDED BELOW:

Experienced Healthcare Professional

Delivering outstanding results in the healthcare arena resulting in revenue growth and the development of strategic relationships in the healthcare community.

PROFESSIONAL EXPERIENCE:**Regional Manager / Staff Training Officer****Nov. 2009 – Present***National Emergency Cardiovascular Care Programs**American Heart Association; Conshohocken, Pennsylvania*

- Provide strategic leadership and operations management to a \$1 million per year revenue generating business unit.
- Manage 64 organizational contracts to provide American Heart Association (AHA) courses to their external and internal customers, training over 260,000 individuals and generating over \$1.1 million per year.
- Offer organizational direction and leadership to volunteers to promote AHA goals and project implementation.
- Develop marketing strategies and represent AHA at regional and national trade shows to promote American Heart Association science, programs and courses.
- Placed AED's in rural counties through significant partnerships.
- Restructured Training Networks and significantly improved communications with key partners, Training Centers and volunteers.

Community Programs Director**Jan. 2005 – Nov. 2009***American Heart Association; Conshohocken, Pennsylvania*

- Coordinated community health promotion activities to improve the Chain of Survival for sudden cardiac arrest.
- Conducted healthcare research to assess overall community readiness and develop strategies to increase public awareness.
- Developed and managed grant funded community budgets. Established high-level relationships with key individuals, organizations and local governments.
- Assisted with direction and management of a mass CPR training event, training over 1200 people in CPR in one day.

Operations Supervisor / Paramedic**Jun. 2000 – Jan. 2005***Conshohocken Ambulance; Conshohocken, PA*

- Responsible for supervisory and managerial functions equivalent to a public safety Captain.
- Supervised and lead 30-40 field staff on 13 ambulances in a high volume 911 market.
- Monitored all field activities, providing support as needed. Responded to major incidents as scene supervisor.
- Provided Paramedic level emergency medical care to patients in the field.
- Promoted to supervisory role within six months.
- Enhanced efficiency and effectiveness of employees as a result of implementing employee satisfaction initiatives in collaboration with the Director of Operations.
- Helped develop several programs to improve overall customer satisfaction.

EDUCATION & TRAINING:**Bachelor of Science, Health Administration****May 2014**

(Minor: Psychology)

Saint Joseph's University, Philadelphia, PA

Paramedic Certification Training Program**May 2000**

Montgomery County Community College; Blue Bell, PA

PROFESSIONAL ASSOCIATIONS:

American College of Healthcare Executives
National Association of Emergency Medical Technicians

May 2008 - Present
May 2000- Present