Health care administration involves the understanding of the ways in which healthcare facilities are managed. At University of Wisconsin–Eau Claire, the health care administration program offers students the opportunity to work with faculty who are dedicated to preparing leaders in a wide variety of health care organizations and to the individual development of each student. The goal is to prepare students to make a positive difference in the lives of others by combining efficient management practices with dedication to service. UW-Eau Claire offers a comprehensive major in health care administration.

**Typical interests and values of health care administration majors:**
- Leadership
- Desire to help others
- Good analytical skills
- Sense of responsibility & confidentiality
- Organization
- Empathy

**Knowledge and skills gained from studying health care administration:**

*Knowledge:*
Students studying health care administration gain knowledge through the core courses related to the major. By taking business courses such as accounting and marketing, in addition to classes such as leadership and management in health care, students gain the knowledge to succeed in their health care administration careers.

*Skills:*
- Leadership
- Excellent written and oral communication
- Ability to speak to diverse groups of people
- Ability to relate to people of different backgrounds and situations
- Representing others
- Delegating with respect
- Providing support for others
- Initiating new ideas
- Managing Conflict
- Decision-making with others
- Collaboration and consultation
- Identifying and solving problems
- Defining needs and appropriate resources

**Related student and professional organizations:**

*Student:*
- American College of Health Care Administrators

*Professional:*
- American College of Health Care Administrators
- American Health Care Association
- Assisted Living Federation of America

**Career fields related to health care administration:**

*Potential Employers:*
Health care administration graduates can use their education in a variety of fields. In many cases, their jobs closely relate to their personal career interests, work values, and transferable skills. Health care administrators practice in a variety of settings including hospitals, clinics, health care systems, assisted living facilities, home health care, skilled nursing facilities, government agencies, managed care organizations, insurance companies, and other health-related industries.

*Potential Job Titles:*
Director of Hospital Marketing
Director of Hospital Fund-Raising and Development
Director of Hospital Public Relations
Hospital/Managed Care Administrator
Nursing Home Administrator
Residence Director
Blood Bank Director
Emergency Room Registrar
Director of Housekeeping
Director of Risk Management
Patient Access Manager
Physician Network Executive

Form # 0400041 Revision E
Jobs You Might Also Consider...
Mental Health Counselor  Fund-Raiser
Psychiatric Technician  Health Educator
Physical Therapist Aide  Gerontologist
Compensation/Benefits Administrator
Public Relations Specialist
Social and Community Service Manager
Human Resources Administrator
Social Service Technician
Recreation Professional

Sample entry-level jobs held by UW–Eau Claire Health Care Administration graduates:
- Assistant Administrator, Dove Healthcare, Eau Claire, WI
- Home Care Manager, At Home Solutions, Edina, MN
- Director of Consumer Relations, Cornell Area Care Center, Cornell, WI
- Community Coordinator, Presbyterian Homes & Services, Arden Hills, MN
- Social Services Coordinator, Deerfield Retirement Community, Urbandale, IA
- Nursing Home Administrator, Heyde Health System, Inc., Chippewa Falls, WI
- Admissions Director, Manor Care, Green Bay, WI

Learn more about health care administration:
Department
- Contact UW–Eau Claire’s Department of Health Care Administration, Schneider Hall 400D, 836-3677

Getting started at Career Services:
- Meet with a career counselor
- Take interest inventory and self-assessment tests
- Utilize Blugold Career Success Network, a database of UW-Eau Claire alumni & friends available for informational interviewing
- Utilize Blugold CareerLink, an online job search database specifically for UWEC students and alum

Relevant resources at Career Services:
Yellow Section-
- Sigi 3 handouts:

Orange Section-
- Internship information pertaining to health care administration.
- Computers: Internship Center Database and Blugold CareerLink

Blue Section-
- “Hospital Blue Book”
- “The National Directory of Children, Youth & Families Services”
- “Job Opportunities in Health & Science”
- Resources on creating resumes and portfolios for the health care industry.

Opportunities to enhance skills in health care administration:
Directed Studies or Independent Study Classes
By participating in directed studies or independent study classes, students will be able to research an area that they find particularly interesting. Contact your adviser about enrolling in HCAD 299, 495, or 499.

Practicum
UW–Eau Claire health care administration majors are required to complete a 50-week practicum which will give them experience in all aspects of a health care facility. This practicum can be served at one of the many affiliated health care facilities in Wisconsin and Minnesota. For more information, review your course catalogue or speak with your advisor.

Additional Opportunities
- Become a teacher assistant for a professor in the Health Care Administration Department.
- Volunteer at a local hospital and find an administrator who can act as your mentor.
- Job shadow a professional in your area of interest or conduct information interviews.