

WEST SIDE INSTITUTE FOR SCIENCE & EDUCATION

Operations and Policy Development Fellow

About Westside Institute for Science and Education:

West Side Institute for Science and Education (WISE) is a non-for-profit research corporation established as a flexible funding mechanism to facilitate the conduct of VA-approved medical research and education at the Jesse Brown VA Medical Center [JBVAMC]. Veterans benefit directly and indirectly from the high quality care by investigators, improved VA retention rates, access to the latest drugs and the extra care that goes along with participation in clinical research and the resulting patient outcomes.

JBVAMC has a large funded research and development program, including studies in gastroenterology, hypertension, heart diseases, chronic lung disease, diabetes, and the design and development of prosthetic devices, all of which enhances the ability to provide state-of-the-art medical techniques and treatments to veteran patients. Other major areas of research include oncology, neuro-immunology, molecular medicine, endocrinology, and infectious diseases.

Project Scope:

WISE is at a pivotal point in our trajectory. Of the 82 sites doing similar work around the country, we are at the forefront of the standardization and guideline development process for medical research supported by the VA at universities nation-wide. The New Sector Fellow this summer would be part of this formative and exciting trajectory with long-term impact potential for veterans in Illinois and across the United States. In particular, the Summer or Senior Summer Fellow will work alongside WISE Executive Director to develop a strategic business plan and model operations guidelines and policies as a contribution to improved business operations at WISE and the broader movement in VA-supported research nationally.

Responsibilities:

The Summer or Senior Summer Fellow will be responsible for executive business strategy and operations development in the exciting space between policy and research on

veteran's affairs. Specifically, the Fellow will focus on the following key tasks over the summer:

Corporation Policy and Procedure Re-Issue (30%)

- Complete a peer benchmarking analysis by gathering operating policies and procedures from at least three peer organizations and synthesizing best practices
- Guide the process of updating and incorporating key additions to WISE operating policies and procedures

Employee Handbook Development (30%)

- Work with legal counsel to update and ensure the accuracy of existing handbook
- Develop a handbook distribution strategy for current employees

Record Management (40%)

- Organize all retained records into an electronic library to facilitate a smooth process for future record searches and maintenance
- Index past corporate records according to federal guidelines

Deliverables:

- 1) Peer benchmarking analysis
- 2) Updated policies, procedures, and employee handbook
- 3) Indexed electronic library of corporate records

Qualifications:

- Team player, ready to jump in where needed in a fast-paced start-up environment
- Self-motivated and driven by the long-term implications of day-to-day tasks
- Enthusiasm for research, science, and policy related to veterans
- Familiarity with the natural sciences to appropriately engage with MDs and PhDs conducting technical research
- Comfort with conducting desk research and reviewing reports without consistent access to internet (due to protocols of the WISE headquarters located within a VA hospital)

**Preference for an MBA graduate student or Business/Prelaw (regulatory or compliance) undergraduate student