

VacSafe WG Student Administrative Support

10-15 hours/week

Institute for Social and Economic Research and Policy (ISERP), Columbia University

This position will support the activity of the Vaccine Safety and Confidence-Building Working Group (VacSafe WG). Primary work will include website and social media upkeep, virtual meeting logistics, editorial and documentation tasks. The main responsibilities of this position may shift as the VacSafe WG's overall scope and priorities change. Background or familiarity with either public health and/or international politics is helpful but not required.

Main Responsibilities:

1. Website and social media: maintain website content updates and design using CUIT sites, update website and twitter with news generated by WG members.
2. Meeting logistics: support the design, editing, and distribution of meeting materials for monthly WG meetings. Coordinate speaker logistics and provide technical assistance to WG members and guest speakers.
3. Editing and documentation: draft, and edit WG documents including monthly Vaccines in Africa briefs, pilot project documentation, and reporting.

About the VacSafe WG: [The Vaccine Safety and Confidence-Building Working Group \(VacSafe WG\)](#) will catalyze and support projects that generate, scale and analyze actively-collected vaccine safety surveillance and pharmaco-vigilance data in Africa. The aim is to monitor adverse events to help clinicians intervene if necessary to save lives and increase public trust and confidence in vaccines through the rigorous collection and dissemination of this data . Not only are these capabilities a crucial priority if COVID-19 is to be vanquished on the continent, they will also be essential infrastructure for future pandemics and rapid vaccination campaigns. To be successful, such projects will require considerable amounts of public, institutional, and corporate funding. VacSafe WG will help surface and support projects with the potential to scale through seed funding that can be leveraged for additional support.

This position will report to Wilmot G. James, Senior Research Scholar at ISERP and VacSafe WG Convenor, and Harlowe Wang, Program Coordinator at ISERP.

To apply for this position, please email a short cover letter and resume to Harlowe Wang at hw2713@columbia.edu with the subject line "VacSafe Student Assistant - [Name]." You must be a currently enrolled student to be eligible. Continuing students are preferred, as this position will run through fall 2022 with the possibility of extension.