Beeck Center for Social Impact + Innovation
Student Analyst – Digital Service Collaborative
Job Description, Summer 2019

About the Beeck Center:

The Beeck Center is an experiential hub at Georgetown University that mobilizes talent to drive social impact at scale. We incubate and spread cutting edge ideas. We create unique networks of government, private and social sector leaders who come together through unconventional convenings to solve complex problems. And we equip and train future global leaders with the tools to flip prevailing orthodoxies about how and what the world *should* be.

We focus on scale. Moving from innovation to scale requires a systematic approach to delivering exponential, not marginal, outcomes. By shaping the very systems and structures that inhibit equity, we transform them to align with what the world *could* be. Our approach leverages the tools of data, technology, policy, and finance, and embeds collaboration, transparency and inclusion to improve people's lives.

As part of Georgetown, we are committed to the common good. We believe that the global economy and the systems that underpin it should work for everyone. That the most groundbreaking ideas and technology should be directed to improving the lives of everyone, not just delivering financial returns for a few. And that government and the social and private sectors should work together to restore trust between institutions and the people they serve.

About this position:

Student Analysts at the Beeck Center are motivated self-starters looking to drive social change at scale. They are passionate, responsible, detail-oriented, and intellectually curious. As an Analyst, you will be expected to contribute to team efforts, requiring flexibility and a strong work ethic.

The **Student Analyst – Digital Service Collaborative** position is part of our Digital Service Collaborative project which focuses on support to teams and people working on government digital service delivery by conducting research, gathering resources, and cultivating community. At the same time, you are charged to connect this work to the larger Beeck Center portfolio, which is focused on social impact by employing the tools of data, finance, and policy. While this position centers on the Digital Service Collaborative and its projects, it is important that this work integrates with the Beeck Center's other areas of focus.

As a Student Analyst, *you* are among the "future global leaders" referenced in the "about" section and we care deeply about your academic, professional, and personal development. To that end, Student Analysts will receive both formal and informal performance management. Additionally, Student Analysts will receive opportunities for professional development, such as attending conferences and workshops. Finally, you will participate in introspective exercises that are designed to help you discover and design your personal pathway as you embark on your career and (hopefully!) undertake a journey in the social impact space.

Responsibilities:
We are recruiting 2-3 Student Analysts to work with Beeck Center's new Digital Service Collaborative project which focuses on support to teams and people working on government digital service delivery by conducting research, gathering resources, and cultivating community.

Student Analysts, will work on projects including:
- conducting research on issue areas to support government digital service teams and individuals,
- contributing to a repository of digital government resources for use by government service delivery professionals,
- assisting with planning and execution of large- and small-scale convenings,
- engaging with partners throughout the digital service movement, including in government, academia, civil society, and industry,
- supporting staff, fellows, researchers, and other leaders working with the Digital Service Collaborative

In addition to the specific responsibilities related to the Digital Service Collaborative outlined above, Student Analysts will integrate their work with the broader Beeck Center team and portfolio. Moreover, this position will assist with core functions such as communications, synthesis, and operational tasks related to the Digital Service Collaborative.

Eligibility
For Summer 2019, we are interested in working with both Georgetown and non-Georgetown undergraduate and graduate students. This position is the right fit for you if you are looking for a challenge and want to grow professionally. We are looking for candidates with a strong combination of skills and abilities, with an emphasis on strong writers and communicators, students with research and analytical skills and professional workplace experience, and an interest in public service. Applicants with an interest and experience (related coursework and/or employment) in public policy, computer science, engineering, and political science/government are encouraged to apply. Georgetown students on work-study and non-Georgetown students with external funding are also encouraged to apply.

Qualifications

- Ideal candidates are comfortable with a start-up work environment and strive to tackle social challenges greater than themselves. An understanding of the opportunities and challenges facing the social sector is preferred, but not required. Knowledge of ongoing efforts in areas such as policy innovation, innovative social finance, and data for social good is a plus. In addition, the following skills and abilities are desired:
- Strong organizational, writing, analytical, speaking, and interpersonal skills; attention to detail is a must
- High level of professionalism is a must
- Basic digital skills such as using collaboration tools and social media are a must
- Technology skills such as programming and coding are a plus
- Prior experience in public, private, and nonprofit sectors is a plus
- Event planning experience is a plus

***Positions involve access to confidential material. Discretion, maturity, and confidential management of all incidental information acquired on the job is essential.

Hours and Compensation:

Must be able to commit a minimum of 20 hours per week. Summer applicants can work up to 40 hours/week (full-time). Wages for hourly student employees are based on Georgetown University's Student Employment Office guidelines, **starting at** minimum wage for undergraduates ($14/hr) and $15-20/hour for graduates.

To Apply:

Please email your **(1)** cover letter (1 page), **(2)** resume (1 page), and **(3)** a brief writing sample (maximum 4 pages) to Vandhana Ravi (Vandhana.Ravi@georgetown.edu). Please put: "Student Analyst – Digital Service Collaborative_Summer 2019 Application" as your subject line.

In addition to sending your cover letter, resume, and writing sample, all applicants must complete this quick survey as part of their application.

Applications will be considered on a **rolling basis**, with **final applications due Monday, April 8.** Applicants are **strongly encouraged to apply early**. We are planning for a **start date of May 28**, though please note that this may be subject to change and your preferences, as identified in the survey, will be taken into account.

Note on Housing for Summer Applicants:

The Beeck Center does not provide on-campus summer housing. Students interested in living in a subsidized on-campus dorm can apply for a summer staff position at Georgetown University, though unfortunately, those applications are due well before our summer hiring cycle. Summer Staff who have already been hired into another position may find themselves in a good position to apply to the Beeck Center part-time.

The Beeck Center recommends GU and non-GU students to apply for paid on-campus housing, or to search for individual or group housing off-campus, for which you will likely find much more affordable options. If you are selected for the position, we are happy to connect you with other summer student staff to coordinate shared housing. The Georgetown campus is easily accessible via public transportation.