



**Beeck Center for Social Impact + Innovation**  
**Student Analyst – GU Student Passport Project**  
**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 – Student Passport Project** position is designed to specifically support the Director of Student Engagement in **developing a framework of the competencies for driving social impact and mapping them to the opportunities provided by GU.**

Furthermore, this position will work with employers to validate the competencies and will develop a product or products to accompany the framework, to be used by students and advisors. This position will build from the work completed in the spring semester as we initiated this pilot program in 2019.

Through the course of your work, you will also be exposed to other key initiatives of the Beeck center that focus on data, finance, and policy

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 1-2 Student Analysts to work on this project with the Director of Student Engagement, [Matt Fortier](#), as well as Project Fellow [Fiona Macaulay](#). The “Student Passport Project” will provide practical information for students in two areas: i) developing a framework of the kinds of technical skills, behavioral skills and networks that have been identified to supporting young professionals to be successful as they move or build on their their career in the innovation space and; ii) what GU courses, workshops, extracurricular activities, fellowships, competitions and other opportunities are offered on campus. Once developed, we’ll give considerable energy to share our findings with student, staff, faculty and other stakeholders across campus positioned to advise students on how to get the most out of their time at GU and be prepared for a career in social innovation.

The Student Analyst will support this work as follows:

- Scan and analyze the GU course and extra-curricular offerings in the areas of social innovation, social entrepreneurship, entrepreneurship. With the goal of documenting the hard and behavioural skills they foster, as well as networking opportunities they offer.
- Analyze findings and key insights from customer discovery process conducted with students, staff, and faculty across campus.
- Meet with employers to understand the skillsets most important to them, validating findings from students, staff, and faculty.
- Develop internal and external communication for stakeholders to help position the Student Passport “product” for adoption within Georgetown University.
- Attend relevant workshops and conferences.
- Establish internal project systems and technology platforms we may use such as Eventbrite and Mailchimp.

In addition to the specific responsibilities outlined above, Student Analysts will integrate their work with the broader Beeck Center team and portfolio as it makes sense.

**Eligibility**

For Summer 2019, we are interested in working with Georgetown and non-Georgetown 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 students with problem-solving, research and analytical skills and professional workplace experience. Applicants with an interest and experience (related coursework and/or employment) in social entrepreneurship, experiential learning, innovation are encouraged to apply. Georgetown students on work-study and non-Georgetown students with external funding are also encouraged to apply.

### **Qualifications**

\*Note\*: If you think you're a good fit for this position, please apply, even if you don't have all the "must have" qualifications. Because, if *you think you're a good fit, you probably are.*

### **Must Haves**

- A "make it happen" approach to project work and comfort with a start-up work environment; this means being open to learning new information and being willing to "work up and down".
- Strong organizational skills and attention to detail
- Hard-working.
- Strong writing, analytical, speaking, and interpersonal skills, including speaking and listening to people of different ages and work functions
- High level of professionalism. For example: timely communication; raising issues with Supervisor as they arise; staying positive and proactive in the face of unexpected challenges and generally conducting yourself in the way that you hope others will conduct themselves with you.
- Enrollment or prior enrollment in at least one university entrepreneurship or social innovation class or extra-curricula **OR** knowledge management experience.
- Fluent written and spoken English.

### **Helpful to Have**

Prior experience with:

- Course design for formal and/or informal educational opportunities
- Familiarity and comfort with outreach, influencing, and inviting participation from a wide range of actors and/or "selling ideas"
- Event planning experience

*\*\*\*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 Matthew Fortier: [Matthew.Fortier@georgetown.edu](mailto:Matthew.Fortier@georgetown.edu). Please put: "Student Analyst – Student Passport Project\_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.