Beeck Center for Social Impact + Innovation
Student Analyst – Data Opportunities Ecosystem
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 – Data Opportunities Ecosystem** position is designed to specifically support one of our Project Fellows focused on delivering the tools necessary for data collaboratives to have positive social impact . 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 creating a data opportunities ecosystem and bringing together leaders in driving systematic change through data, 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 1-2 Student Analysts to work with Beeck Center's incoming Program Fellow Natalie Evans Harris. Natalie is a sought-after thought leader on the ethical and responsible use of data after nearly 20 years advancing the public sector's strategic use of data, including a 16-year career at the National Security Agency, and 18 months with Obama Administration. Known for working with a broad network of academic institutions, data science organization, application developers, and foundations to advance the responsible use of data standards, APIs, and ethical algorithms to directly benefit people, Natalie co-founded and currently serves as Head of Strategic Initiatives of BrightHive, a collaborative data platform delivering a suite of smart data collection, integration, and governance products to social services providers for improved access to and usability of social sector data. She founded the Community-driven Principles for Ethical Data Sharing (CPEDS) community of practice with over 1200 active members focused on strengthening ethical practices in the data science community through crowd- sourcing of a Data Science Code of Ethics. Now the Global Data Ethics Project (GDEP) she serves as a Strategic Advisor in advancing the adoption of tools, techniques, and practices developed by the community. As a Senior Policy Advisor to the US Chief Technology Officer in the Obama Administration, she founded The Data Cabinet - a federal data science community of practice with over 200 active members across more than 40 federal agencies.

It's no question that the current social service delivery processes are not meeting the needs of individuals in historically marginalized communities. While data collected by the public and private sector is recognized as a means to transform these processes and ensure the people who need access to government services get what they need when they need it, the solutions we have spent billions of dollars on have not proven to meet the basic needs for health, safety, and economic security, at a scalable fashion. This means we must actively create new norms for operationalizing data in the social sector, including knowledge, participation and monitoring for accountability. Through a series of workshops focused on refining a data sharing governance playbook, defining the technical, policy, and cultural changes necessary for leveraging data in a sustainable, outcomes-focused way, we will broaden the diverse voices accessible in this space and encourage an intentional demand for ethical, shared outcomes. Moving beyond the status quo (commodified, transactional private interests) of singular technology solutions with no policy, governance, and systematic change necessary to maximize the value of the latest technologies.

The Student Analysts will support this research and evaluation as follows:
- Research on the legal, technical, governance, and cultural aspects of using data to support blogs and use case development.
- Conduct initial scan of the environment for each blog/workshop topic. Who's already doing work in this space? What's working? What's not, and why? What does the literature say? Where are the data opportunities? What is the equity angle for the work, and what are the potential downsides to vulnerable communities?
- Assist in identifying key stakeholders to interview, and participate in those interviews (note-taking and asking questions)
- Assist with coordinating logistics for workshops with Beeck Center team. Help prepare agendas and invites for workshops. This often involves participating in intro calls with speakers.
- Assist with preparing presentations and talking points for workshops, national conferences and draft content for social media posts about each blog/workshop topic.
- Possible paid travel for 1-3 workshops during summer.

In addition to the specific responsibilities related to the data opportunities ecosystem and 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 data opportunities ecosystem.

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 students with research and analytical skills and professional workplace experience. Applicants with an interest and experience (related coursework and/or employment) in data, business, and/or finance 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, internet research, writing, analytical, speaking, and interpersonal skills; attention to detail is a must

- Familiarity with social media management & scheduling tools, i.e. Buffer & Hootsuite, is a plus
- Prior experience in public, private, and nonprofit sectors
- Experience as a writer or editor is a plus, particular for communications-based roles
- Event planning experience is a plus
- High level of professionalism is a must
- Strong technology and digital skills
- Ability and curiosity to dive deeply into a wide array of social challenges, from future of work to innovative financial solutions to smart cities.
- Comfort sharing interim work products, seeking feedback, and working collaboratively

***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 or link to LinkedIn profile, and **(3)** a brief writing sample (maximum 4 pages) to Vandhana Ravi (Vandhana.Ravi@georgetown.edu). Please put: "Student Analyst – Data Opportunities Ecosystem_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.