



KALMANOVITZ INITIATIVE
for Labor and the Working Poor
GEORGETOWN UNIVERSITY

Job Description: Student Research Assistant

The Kalmanovitz Initiative for Labor and the Working Poor seeks applications for a Student Research Assistant with specialization in business. The Initiative draws on Georgetown's distinctive identity—its commitment to intellectual excellence, grounding in the Catholic and Jesuit traditions, history of inter-religious cooperation, global reach, and prominence as an arena of policy debate in the nation's capital—to advance prosperity, broadly-shared economic justice, and respect for the dignity of labor.

The Student Research Assistant will assist KI Practitioner Fellow Dawn M. Carpenter in the planning, development and implementation of a podcast in the global online audio distribution platform Soundcloud. The podcast will address how finance, business and investment can serve and empower the working poor. The 30-minute podcast will be structured in 3-4 segments with interviews and a standard financial market update. Guests will include leading global practitioners in wealth management, impact investing, community development finance, global project finance, public finance and asset management. Interviews will be conducted primarily via Skype, but periodically on-campus. The project will entail production of 12-24 episodes within a two semester period of time.

In addition to being responsible for all logistics surrounding the podcast's administration, the Student Research Assistant will collaborate and contribute ideas for marketing, distribution and promotion of the podcast and will assist with scheduling and guest follow up. The Student Research Assistant will also write and edit as needed by the Initiative.

Requirements:

- Proficiency and familiarity with audio distribution platform Soundcloud
- Excellent oral and written communication skills
- High personal motivation, self-management, and detail-orientation
- Demonstrated Commitment to social justice advocacy, Catholic Social Thought or worker rights

*The position will be paid for a commitment of 2 semesters (Fall 2016 and Spring 2017)
and will involve 10 hours a week at the rate of \$13.00 USD/hour.*

Application Checklist

Documents necessary to apply for the position are listed below. Be sure you have completed and checked off each item before submitting your application.

___ Cover Letter and up to date résumé

___ Provide two references and list the following information: *Name, relationship to applicant, phone number and email address.*

Applications materials should be scanned and sent to kilwp@georgetown.edu by the application deadline **Friday October 28, 2016**. Contact Dawn M. Carpenter (NetID: dmc266) with questions.