**Job Positions for Enrolled Students**

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**Guide to the Job Descriptions:** Below are several options for pursuing a position with Worksheet Capital. Your designation of “Brand Associate,” “Videographer,” “Financial Writer,” “Code Analyst,” “Empirical Analyst,” “Market Analyst,” or “Copy Editor,” is based on your interests. When applying for any position(s), specify which title(s) are of interest to you.

We also permit a generalist title assignment of "Analyst" for transdisciplinary employees. We permit our Analysts to participate in various roles if there is overlapping interest. We aim to bolster our employees' CVs by offering authorship attribution for published work under the advisorship of Dr. Brandon Chicotsky, business faculty member at Johns Hopkins University.

**Company Overview:** Worksheet Capital provides financial research insights in the form of published “Worksheets” for a subscriber community and private equity. Worksheets focus on cryptocurrency, blockchain technology, distributed ledgers, and decentralized platforms. The research focuses on investability and viability of projects related to cryptographic trading assets (i.e., cryptocurrency).

Note that several open positions, such as "Legal Analyst," "Digital Specialist," and "Content Manager," are also available but are not listed in this document. Below are their position summaries. Students who are interested in these positions are encouraged to inquire for more information:

* **Legal Analyst (Law School Students Only):** Contribute legal analysis of cryptocurrency projects in weekly and bi-weekly worksheet publishings. **Compensation: $30 - $60/hr**
* **Digital Specialist:** Provide info-graphs and other visual inputs to enhance the branding, readability, legibility, and overall "feel" of all published documents. **Compensation: $15/hr - $30/hr**
* **Content Manager (Graduate Students Only):** Provide oversight to all editing matters (e.g., grammar, diction, flow, structure, and administration of documents). **Compensation: $15/hr - $30/hr**

Upon applying, indicate which position is of primary interest.

**Brand Associate**

**Compensation:** $20/hr, starting at 5 hours per week with opportunities to increase.

**\****This position is for undergraduate students only.*

**Position Summary:** Worksheet Capital seeks a PR-savvy and social-media-experienced student to serve as a follow-worthy persona to amplify our online subscription products. Our Brand Associate will be featured on widely shared videos that educate viewers and report news pertaining to cryptocurrency. These videos will be co-produced and co-promoted by the Brand Associate with transcripts provided by our team. No previous experience or knowledge in cryptocurrency is necessary. However, an ability to learn quickly, synthesize complex information, and deliver smooth video segments is critical. Online promotional activity and community management is included in the position’s responsibilities.

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**Please Note:** Brand Associates should expect to develop extensive knowledge and understanding of cryptocurrency and online communities around blockchain projects. This information will be learned during the first few weeks on the job. The position will require self-discipline and self-paced learning.

**The job includes two components:**

**Component I:** Reviewing transcripts (to be read on camera), researching the information to become familiar with the terms and information, and then delivering a fluid performance on camera with a videographer, which will be assigned to you by Worksheet Capital. It is your responsibility to schedule and execute filming segments regularly each week.

**Component II:** Engaging online forum communities of cryptocurrency investors (and enthusiasts), managing social media channels (conversation, followership, and posts), managing a YouTube channel, and managing a LBRY.io channel (the decentralized YouTube version). Responsibilities also include identifying creative methods for promoting and sharing videos, as well as growing the viewership. Joint promotional opportunities, guest appearances, interview segments, and other creative endeavors are welcomed (all ideas will be considered).

**Desired Qualifications:**

* Must be a strong writer and articulate.
* Must have self-confidence, a sense of style, and an ability to withstand exposure, scrutiny, and judgement (all expected outcomes of any widely-shared media online).
* [Preferred] Experience in working on-camera for script-reading, reporting, or acting.
* [Preferred] Experience managing multiple social media channels for strategic branding (e.g., incorporating industry lexicon, strategically engaging industry leaders, and growing followership).
* [Preferred] Abilities in video editing.

**Videographer**

**Compensation: $20/hr, 5 hours per week with opportunities to increase hours.**

**Position Summary:** Worksheet Capital seeks a student with an ability to lead filming production in collaboration with our Brand Associate(s) (see position description herein). The videographer will lead all filming logistics and editing.

Video elements include intros/outros, teasers for non-subscribers (e.g., 30 seconds), longer filming segments (e.g., 1-2 minutes or longer).

Show notes, links, and summary points will be necessary each week with marked time segments. These notes may end up in audio format (i.e., podcasts) and in the description of video uploads (e.g., YouTube uploads).

Videographers are responsible for all administrative duties involved in filming, editing, and uploading content to appropriate channels. Audio formatting is necessary for transferring video content to podcasts.

Videographers should have access to a high-quality lense/camera, filming location, and editing booth.

**Financial Writer**

**Compensation: $25/hr - $50/hr, depending on degree enrollment and qualifications.**

**Overview:** A background in finance is **not** required for the position. However, the ability to quickly inundate yourself with information and comprehend content is critical. Financial Writers for Worksheet Capital will expand upon summaries of cryptocurrency reviews provided by our research team. This expanded writing will aim to inform an investor community.

Financial Writers with Worksheet Capital will complete weekly writing projects that involve “deep dives” into cryptocurrency projects. A deep dive can be described as an evaluation of all that is written, commented, or known about a project and synthesizing that information before communicating that in written form (concisely). Hyperlinks, citations, and summary points are necessary to formulate writing.

The writing will also be formulated into brief video transcripts each week.

A graphic designer will be assigned to each Financial Writer with Worksheet Capital to help format and administer visually appealing publishings for clientele. A Project Manager will be assigned to each Financial Writer as well to help guide weekly writing tasks. The position involves continual learning and an openness to new technological concepts. This is an independent and self-paced job with accessible principles (e.g., Project Managers and Directors) who are available to inform, guide, and support your work.

**Requirements for the Position:** Meet deadlines and content thresholds each week while self-managing work and productivity. All contributions are submitted electronically, and work is completed remotely.

A Project Manager will be assigned to each Financial Writer to provide guidance and attentive support. Project Managers are typically faculty members in academia who oversee the weekly research projects. A graphic designer will be assigned to each Financial Writer to accentuate models and bolster the visual appeal (and add clarity) to the writing.

**Qualifications:** Ability to write clearly and articulately from a large body of synthesized information (charts, graphs, chat threads, white papers, data, and other research); ability to apply APA formatting, Chicago Style, or MLA formatting, as needed; ability to work efficiently and remotely; and an ability to synthesize news, data, and research content to deduce meaning and offer summaries and explanations.

**Market Analyst**

**Compensation: $30/hr - $60+/hr, depending on degree enrollment and qualifications.**

**Overview:** Market Analysts will explore market implications of projects tied to cryptocurrency. This entails evaluating use cases of the cryptocurrency projects and how they will interact with the marketplace. Other duties involve reviewing recent news and synthesizing information to offer a market overview of a cryptocurrency’s project scope and potential economic impact. Worksheet Capital produces “Worksheets,” that serve as deep-dives and guides for an investor community and private equity.

Market Analysts will contribute a section on these Worksheets titled, “Market Implications” to give the subscriber community a broader understanding of how the project featured on the Worksheet fits in (or disrupts) the marketplace. Market Analysts must write substantively and offer citations to build defensible analysis.

Research and writing provided by Market Analysts may be informed by Code Analysts and Empirical Analysts who also provide in-depth analysis. Contributions from Market Analysts aims to supplement, build upon, or further validate contributions from other analysts on the Worksheet while also providing creative freedom to apply new methods of analysis and review (e.g., economic theory, in-depth interviews with thought leaders, data measures, or other).

A writer and graphic designer will be dedicated to each Market Analyst to bolster and support their work. Attribution will be given to each Market Analyst upon the publication of any documents to which the Market Analyst contributes. This aims to support CV/resume development of our Empirical Analysts.

**Broader Workflow:** Worksheet Capital consists of Project Managers who oversee satellite teams of researchers, on which Market Analysts serve (i.e., you may work from home/remotely). Our administrators will screen ICOs each week and select a few for deeper analysis by our Code Analysts and Empirical Analysts. Code Analysts and Empirical Analysts then provide extensive commentary and scoring of technological viability, coding quality, scalability, and implementation-capacity. They, too, have a writer/editor to support their work.

From these evaluations (and the larger body of information available online), Market Analysts must apply economic analysis and market overviews to substantiate any points or supplement the existing analysis. Ultimately, the creative freedom allotted to Market Analysts aims to allow various methods by which economic and market analysis could strengthen the team’s research defensibility.

**Requirements for the Position:** Meet deadlines and content thresholds each week while self-managing work and productivity. All contributions are submitted electronically, and work is completed remotely.

A Project Manager will be assigned to each Market Analyst to provide guidance and attentive support. Project Managers are typically faculty members in academia who oversee the weekly research projects. A graphic designer will be assigned to each Market Analyst to accentuate models and bolster the visual appeal (and add clarity) to the results.

**Qualifications:** Ability to write clearly and articulately about economic and industry-related content; ability to apply economic theory or business measures to articulate points and test ideas; ability to work efficiently and remotely; and an ability to synthesize news, data, and research content to deduce meaning and offer explanations. An interest in digital marketing to help evaluations is a plus.

**Code Analyst**

**Compensation: $30/hr - $100+/hr, depending on degree enrollment and qualifications.**

**Overview:** Code Analysts will evaluate various aspects of software code (in various coding languages) available from projects connected to cryptocurrency assets. Evaluations may include the scoring of technological viability, coding quality, scalability, and implementation-capacity. Reviews from testnet engagement are also included. Below are more responsibilities of the position:

* Deep analysis and review of code through written form (i.e., providing notes and commentary).
	+ An editor will be provided to each Code Analyst to bolster and support their work.
	+ Attribution will be given to each Code Analyst upon the publication of any documents to which the Code Analyst contributes. This aims to support CV/resume development.
* Correspondence with the editor and other personnel (e.g., statisticians and graphic designers at Worksheet Capital) to help define terms and clarify technical language.
* Meet deadlines and content thresholds each week while self-managing work and productivity. All contributions are submitted electronically, and work is independently completed remotely.
	+ A Project Manager will be assigned to each Code Analyst to provide guidance and attentive support.

**Qualifications:** Ability to interpret, review, and comment extensively (and clearly) on a crypto project’s code, along with other technical aspects of the project. Applicants should list coding languages with which they are familiar or have used in their own work, along with any courses they have taken which may inform the applicant.

**Empirical Analyst**

**Compensation: $30/hr - $100+/hr, depending on degree enrollment and qualifications.**

**Overview:** Empirical Analysts will review notes and evaluations from our Code Analysts and apply empirical measures to test their observations, along with deducing original statistical measures to bolster the overall research. An example of an original analysis …

[A cryptocurrency sale may generate $50 million during the “Initial Coin Offering” (ICO). An empirical assessment can then be created that compares previous ICOs that generated $50 million or more to provide a predictive model of performance thereafter. By assessing the valuation of cryptocurrency post-ICO at the $50 million threshold, a standard deviation and model-depiction can be drafted.]

Empirical Analysts will be provided creative freedom to develop and run statistical tests that pertain to the analysis provided by our research teams. Notes and commentary from Code Analysts are meant to help inspire ideas. The job involves receiving analysis and identifying opportunities to apply statistical review, insight, data measures, and models.

Empirical Analysts will also provide explanations of data measures and statistical analysis.

A writer and graphic designer will be dedicated to each Empirical Analyst to bolster and support their work. Attribution will be given to Empirical Analyst upon the publication of any documents to which the Empirical Analyst contributes. This aims to support CV/resume development of our Empirical Analysts.

**Broader Workflow:** Worksheet Capital consists of Project Managers who oversee satellite teams of researchers, on which Empirical Analysts serve (i.e., you may work from home/remotely). Our administrators will screen ICOs each week and select a few for deeper analysis by our Code Analysts. Code Analysts then provide extensive commentary and scoring of technological viability, coding quality, scalability, and implementation-capacity. They, too, have a writer/editor to support their work.

From these coding evaluations (and the larger body of information available online), Empirical Analysts must apply statistical measures to substantiate any points or supplement the existing analysis. Ultimately, the creative freedom allotted to Empirical Analysts aims to allow various methods by which statistics and mathematical analysis could strengthen the team’s research defensibility.

**Requirements for the Position:** Meet deadlines and content thresholds each week while self-managing work and productivity. All contributions are submitted electronically, and work is completed remotely.

A Project Manager will be assigned to each Empirical Analyst to provide guidance and attentive support. Project Managers are typically faculty members in academia who oversee the weekly research projects.A graphic designer will be assigned to each Empirical Analyst to accentuate models and add visual appeal (and visual clarity) to the results.

**Qualifications:** Ability to apply statistical and empirical review to financial phenomena; ability to apply formulaic systems to analyze data sets; ability to extract information and determine appropriate statistical models to explain and analyze data; and an ability to draft content that explains statistical results.

**Copy Editor in Cryptocurrency**

**Compensation: $15/hr - $25/hr, depending on degree enrollment and qualifications.**.

**Please Note:** Employees do not need prior experience or prior knowledge in the research topics detailed in this job description. A masterful ability to write, edit, and bolster content is essential.

**Job Overview:** Copy Editors will provide exemplary and highly attentive content reviews, which include grammar-checks, diction corrections, spelling corrections, improvement of document “flow,” citation cleanup, hyperlinking, footnoting, and other aspects inherent in improving written copy.

Copy Editors will be assigned to a project team that includes (but is not limited to) the following contributors: Code Analysts (i.e., software coders who analyze coding language and provide detailed notes); Empirical Analysts (i.e., statisticians and actuaries who provide data analysis, statistical models, and explanations of mathematical analysis); and Market Analysts (i.e., economists who write about industry events, case studies, and macro-topics related to the research). Copy Editors will review, edit, and clean up all content submitted by the team and provide the final corrections and reviews before content is published to the subscriber community or public.

**Qualifications:** Ability to learn new lexicon and apply it to copy editing skills, command over and reference-knowledge of AP style, APA style, Chicago Style, and MLA style; ability to apply editing skills to technical writing; ability to respectfully and cordially correspond with technical minds (and associated personalities and egos); ability to quickly and efficiently edit content on weekly deadlines; familiarity with shared documents (e.g., Google Docs); and ability to work remotely with self-discipline and follow-through.