



CALIFORNIA TRANSPORTATION COMMISSION

**The InternSource
Student Employee Recruitment
Position: Student Assistant (Planning/Road Charge)**

CALIFORNIA TRANSPORTATION COMMISSION – IN BRIEF

The Commission advises and assists the Secretary of the California State Transportation Agency and the Legislature in formulating and evaluating state policies and plans for California's transportation programs and has the ultimate responsibility for adopting statewide transportation policy. The Commission is responsible for the programming and allocating of funds for the construction of highway, passenger rail, transit, and bike and pedestrian improvements throughout California. The Commission is an active participant in the initiation and development of State and Federal legislation that seeks to secure financial stability for the State's transportation needs.

JOB DUTIES AND RESPONSIBILITIES

<u>Percentage</u>	<u>Job Description</u>
70%	Orangize workgroup member meeting availability, create doodle polls, schedule meetings in Outlook, respond to inquiries from stakeholders, handle meeting logistics such as controlling PowerPoints or taking notes, and work on other tasks as assigned.
20%	Assist in the research and analysis of a wide variety of transportation related topics.
10%	Post information on the Commission's website and work with the web team to make website updates.

Hourly Pay: \$20.00 per hour or higher

Weekly Commitment: 20+ hours per week

DESIRED QUALIFICATIONS

A successful candidate for this position will have demonstrated the ability to: take initiative, be detail-oriented, deliver accurate and completed work products, communicate clearly, professionally perform computer tasks with multiple programs (including familiarity with Microsoft Word, Excel, and PowerPoint), take direction to work independently or in a team setting, and have excellent interpersonal skills.

Preferred qualifications include: knowledge and experience with Adobe Acrobat (PDF), WebEx, Microsoft Teams, and Zoom Meeting.

A successful candidate will have the ability to work predictable hours, part time, with reliable attendance.