



# CALIFORNIA TRANSPORTATION COMMISSION

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**The InternSource**  
**Student Employee Recruitment**  
**Position: Student Assistant (Administration)**

## **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**

- Assist in the maintenance of Commission website and related projects including website document analysis and remediation to comply with current Americans with Disabilities Act (ADA) standards.
- Assist in the organization of administrative files and inventory. Assist with other administrative-related projects as assigned.
- Assist in the preparation of materials for workshops for the various transportation related topics.

## **Preferred Abilities**

- Take initiative, be detail oriented, deliver accurate and completed work products.
- Communicate clearly, professionally perform computer tasks and multiple programs such as Microsoft Word, Excel, and PowerPoint.
- Take direction to work independently or in a team setting and have excellent interpersonal skills.
- Knowledge of website coding and HTML.
- Ability to work predictable hours, part time, with reliable attendance.

**Hourly Pay:** \$20.00 per hour

**Weekly Commitment:** 15 - 25 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.

This position involves teleworking and reporting to the office as needed and/or required.

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