CALIFORNIA TRANSPORTATION COMMISSION

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 CTC staff by digitizing files that are part of the office's retention policy. This includes scanning hard copies of materials into shared office drives and naming them according to CTC's naming convention.

- 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 preparation of materials for workshops for the various transportation programs. Prepare handouts for distribution to workshop attendees. Assist in development of workshop agendas, presentations, notes, and action taken summaries.

- Assist in the organization of administrative files and inventory. Assist with other administrative-related projects as assigned.

Preferred Abilities

- Take initiative, be detailed 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.

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.

CALIFORNIA TRANSPORTATION COMMISSION

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.