The InternSource
Student Employee Recruitment
Position: Student Assistant (IT/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

Percentage	Job Description
70%	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.
10%	Assist in the organization of administrative files and inventory. Assist with other administrative-related projects as assigned.
10%	Assist in the research and analysis of a wide variety of transportation related topics.
10%	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.

Hourly Pay: $16.00 per hour

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 of HTML, knowledge and experience with Adobe Acrobat (PDF).

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