



STUDENT JOB BULLETIN California Transportation Commission

Student Assistant **Information Technology** Job Reference Number CTC 02-19-2019/Valeros

JOB DUTIES AND RESPONSIBILITIES

The California Transportation 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. The California Transportation Commission is looking for a Student Assistant who will assist in a wide range of assignments within the unit. Duties and Responsibilities are as follows;

- 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 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.
- Knowledge of various social media platforms, and experience with Adobe Dreamweaver.
- Have an interest in transportation and policy is desirable.
- Ability to work predictable hours, part time, with reliable attendance.

SCHEDULE: 15-25 HOURS

SALARY: \$20.00 Hourly

WHO CAN APPLY

Applicants must be currently enrolled and attending an accredited California college or university and must maintain a minimum of **6 semester units** (or quarter equivalent) and an overall GPA of 2.0. OFFICIAL TRANSCRIPTS AND PROOF OF ENROLLMENT WILL BE REQUIRED AT TIME OF INTERVIEW. **SUBMIT YOUR COVER LETTER AND RESUME TO:**

California Transportation Commission

Attention: *Jennifer Valeros*

Address: 1120 N Street, MS-52

Sacramento, Ca 95814

Phone: (916) 653-2096

Email; Jennifer.Valeros@catc.ca.gov

FINAL FILING DATE: Until Filled



The students hired for this position will be hired through **The InternSource** (a program of the not-for-profit The **Community College Foundation**) and work for the California State Department of Transportation. The Community College Foundation is an equal opportunity employer to all regardless of race, color, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation. It is the policy of Community College Foundation that the workplace be free from the effects of drug and alcohol abuse. Issued: 1/7/2022

WC#8810

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