



- Current
- Proposed

Civil Service Classification: Student Assistant  
Working Title: Multimedia Student Assistant  
Division Branch Name: Office of Communications  
Incumbent: Vacant  
Position Number: 797-510-4870-905  
Effective Date:  
Conflict of Interest (COI): N  
FLSA Status: Non-Exempt  
CBID: E  
Tenure: Temporary  
Time Base: Intermittent

You are a valued member of the department's team. All CDA employees are expected to work collaboratively with internal and external stakeholders to enable the department to provide the highest level of service possible. Your efforts to treat others fairly, honestly, and with respect are important to everyone who works with you. We value diversity at CDA and we strive to achieve equity and inclusion in the workplace for all employees. We believe that a diverse workforce and inclusive workplace culture enhances the performance of our organization and the quality of representation that we provide to a diverse client base.

Primary Domain(s): N/A

**DESCRIPTION:**

Under the close supervision of Supervisor II, the Multimedia Student Assistant supports the Office of Communication by performing a range of communications, multimedia, and administrative task. The incumbent assists with the development and implementation of both internal and external communications and provides support for digital content, outreach, and events coordination in collaboration with unit staff. The position requires strong logical reasoning, communicating effectively, and the ability to review and process information accurately.

**ESSENTIAL JOB FUNCTIONS:**

45% Assist with the development and preparation of multimedia and communications materials to support departmental programs and initiatives. Activities may include assisting with social media content, basic graphic design, video and multimedia content, photography, captioning,

accessible document preparation, and website updates. Create, write, and edit content using tools such as Microsoft Office (Word, Excel, Outlook), Canva, Adobe Creative Suite, and video editing applications. Support the preparation of materials for print and digital platforms.

- 35% Assist in maintaining and enhancing the department's digital presence by supporting website content updates, social media activities, and multimedia content development to ensure accurate, accessible, and consistent communication of departmental programs. Support with preparing communications materials such as publications, fact sheets, flyers, presentations, and other outreach materials using Microsoft Office and related tools.
- 15% Provide communications and administrative support by monitoring shared communications email inboxes, reviewing phone messages, and assisting with drafting or routing responses to inquiries as appropriate. Assist with organizing digital assets, maintaining lists or files, and supporting communications projects, outreach activities, and events.

### **MARGINAL JOB FUNCTIONS:**

- 5% Perform other job-related duties as required.

**TRAVEL:** Not required

### **TYPICAL WORKING CONDITIONS:**

The physical work location of the position is designated at the department's headquarters location, a three-story building and standard office modular workspace located in Natomas. The duties of the position require sitting for long periods of time while using a personal computer, reviewing documents, and attending meetings whether they are digital (i.e., Zoom, WebEx, MS Teams, etc.) or in person.

### **EQUAL EMPLOYMENT OPPORTUNITY:**

The California Department of Aging is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

It is the policy of CDA to provide equal employment opportunity to all employees and applicants; those employees have the right to work in an environment free from discrimination; those consumers have the right to receive services free from discrimination in compliance with local, state, and federal laws.

**To be reviewed and signed by the supervisor and employee:**

**SUPERVISOR'S STATEMENT:**

- I have discussed the duties and responsibilities of the position with the employee.
- I have signed and received a copy of the duty statement.

---

**Supervisor's Signature and Date**

---

**Supervisor's Name and Title**

**EMPLOYEE'S STATEMENT:**

- I have discussed the duties and responsibilities of the position with my supervisor.
- I have signed and received a copy of the duty statement.
- I am able to perform the essential functions listed with or without reasonable accommodation (if you believe reasonable accommodation is necessary, discuss your concerns with your supervisor. If unsure of a need for reasonable accommodation, inform your supervisor who will discuss your concerns with Human Resources.)
- I understand that I may be asked to perform other duties as assigned within my current classification, including work in other functional areas as business needs require.

---

**Employee's Signature and Date**

---

**HUMAN RESOURCES BRANCH USE ONLY:**

- Duties meet class specification and allocation guidelines.
- Exceptional allocation, STD 625 on file.

Analyst initials:    Date Approved:

Revision Date (if applicable): \_\_\_\_\_