
Position Details**Classification:**
Student Assistant**Office:**
External Affairs and Communications**Working Title:**
Student Assistant**Location:**
San Jose**Position Number:**
311-144-4870-901**HR Approval Date/Initials:**
06/05/2026**CBID/Bargaining
Unit: E****Work Week
Group: 2****Tenure:**
Temporary**Time Base:**
Intermittent**Job Description Summary**

Under close supervision from the Northern California Deputy Regional Director and in a learning capacity, the Student Assistant supports the Northern California Regional Branch by performing various technical work and office tasks related to external relations and outreach activities such as updating contact lists, researching outreach activities, drafting communications and news articles, assisting in plan and organize events, and other tasks related to the Branch as assigned.

Duties

Percentage

Essential (E)/Marginal (M)

- | | |
|---------|---|
| 40% (E) | • Assists with organizing and updating stakeholder lists and maintains electronic files related to the Authority's statewide stakeholder outreach efforts and events. |
| 35% (E) | • Assists with researching, planning, scheduling and drafting materials and reports for the department's outreach activities. Supports activities related to Authority-hosted events including attendance at events and activities. |
| 15% (E) | • Prepares draft documents, assists with correspondence management, newsletter articles, and other various outreach reports and tasks. |
| 10% (E) | • Performs other administrative and minor technical duties as directed, such as attending meetings, proofreading and editing documents, and corresponding with stakeholders. |

ADA Notice

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Special Requirements

The checked boxes below indicate any additional requirements of this position.

License Required Yes ☐ No ☒	Conflict of Interest (COI) Yes ☐ No ☒	Bilingual Required Yes ☐ No ☒	Contract Manager Yes ☐ No ☒	Medical Required Yes ☐ No ☒
Type:		Language:		

Knowledge and Abilities

Knowledge of: Elementary principles and procedures as required by the hiring department.

Ability to: Reason logically, write effectively, analyze situations accurately, and adopt an effective course of action; establish and maintain cooperative relations with those contacted in the work.

Desirable Qualifications

- Understanding of general outreach and communications concepts.
- Strong writing and oral communications skills.
- Ability to work with a variety of people in the assigned work environment.
- Thoroughly and accurately follow written and oral instructions.
- Ability to represent the Authority in a variety of settings.
- Working knowledge of personal computer operating systems and software, including basic Microsoft Office is desirable.
- Experience researching, developing, analyzing, writing, and editing academic, informational, or news-related content.
- Experience with collateral such as PowerPoint presentations, fact sheets, newsletters, or other written materials aimed at promoting or educating the public about a program or cause.
- Experience with business tasks, including notetaking at meetings, maintaining electronic files, and use of digital platforms for organization and communications.
- Experience editing and proofreading documents and corresponding with stakeholders.
- Students with academic majors in Communications, Journalism, Public Administration, or Political Science are encouraged to apply.

Supervision Exercised Over Others

This position does not supervise.

Public and Internal Contacts

The incumbent will have regular contact with various levels of staff at the Authority, consultants, vendors, contractors, staff at other state agencies, and the public. Employees must handle all situations and communications tactfully and respectfully to support the Authority's mission.

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Physical and Environmental Demands

While working on-site, the incumbent works in a professional office environment, in a climate-controlled area which may fluctuate in temperature and is under artificial light. The incumbent will be required to use a computer, mouse, and keyboard, and will be required to sit for long periods of time at a computer screen. Employee must be able to focus for long periods of time, manage multiple tasks, adapt to changes in priorities, and complete tasks or projects with short notice. Employee must develop and maintain cooperative working relationships and display professionalism and respect for others in all contact opportunities.

Working Conditions and Requirements

- a. Schedule: Flexible schedules may be available for this position.
- b. Telework: Part-time telework may be available for this position for California residents based on the requirements of the position.
- c. Travel: The incumbent may be required to travel off-site and monitor events outside of normal business hours.

Acknowledgment and Signatures

I have read and understand the duties listed above and can perform them with/without reasonable accommodation (RA). (If you believe you may require RA, please discuss this with the hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the RA Coordinator.)

Incumbent Printed Name:	Signature:	Date:
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I have discussed the duties with and provided a copy of this duty statement to the incumbent named above.

Supervisor Printed Name:	Signature:	Date:
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