
Position Details**Classification:**

Graduate Student Assistant

Office:

External Affairs & Communications

Working Title:Stakeholder Management &
Communications Student Assistant**Location:**

Fresno

Position Number:

311-142-4872-901

HR Approval Date/Initials:

07/23/26 MH

CBID/Bargaining

Unit: E

Work Week

Group: 2

Tenure:

Temporary

Time Base:

Intermittent

Job Description Summary

Under close supervision, and in a learning capacity, by the California High-Speed Rail Authority's (Authority) Supervision II, Central Valley Engagement Manager, the Graduate Student Assistant supports the Stakeholder Management and Communication team by assisting with the execution of a stakeholder and public outreach program in the Central Valley, focusing on outreach to high school and college students, and underserved or untapped communities. The Graduate Student Assistant assists with development of outreach materials, outreach presentations, and attends and monitors public meetings.

Duties

Percentage

Essential (E)/Marginal (M)

40% (E) Stakeholder Engagement and Outreach

- Assists with data collection, research and analysis related to stakeholder engagement and outreach activities amongst underserved and untapped communities to help determine how the Central Valley Regional Branch builds and maintains positive stakeholder and community relationships.
- Assists with outreach activities amongst Central Valley colleges and universities, building upon ongoing relationships and establishing partnerships with new schools, and student groups and organizations. Assists the Central Valley Engagement Manager in planning and execution of student presentations, field visits and construction tours.
- Provides support to Stakeholder Outreach and Communications team by assistant with planning stakeholder and community outreach activities, including planning, set-up, breakdown and reporting.

40% (E) Outreach

- Develops and edits presentations, speaking materials and correspondence about the high-speed rail project for review by management and dissemination to community members and stakeholders. Coordinate presentations with stakeholder and community groups.
- Draft content for social media accounts that includes project updates, construction photos, and other program milestones.
- Attends public meetings and reviews agendas for business that may include the Authority's project or related items, assists with notetaking and supports the Central Valley Regional Branch with responses to inquiries from stakeholders.
- Supports activities related to Authority-hosted events.

20% (E) Administrative Support and Customer Service

- Utilize writing and computer skills to prepare draft documents, assist with correspondence management, newsletter articles, and other various outreach reports and tasks.
- Supports Central Valley Regional Branch by providing customer service to members of the public and provides coverage of the front desk as needed.

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:		

Other Special Requirements Information: N/A

Knowledge and Abilities

Knowledge of: General concepts and principles involved in the departmental assignment.

Ability to: Reason logically; establish and maintain effective working relationships; draw sound conclusions and make appropriate recommendations.

Desirable Qualifications

- Understanding of general outreach and communications concepts.
- Ability to perform basic analytical tasks related to public and stakeholder management, and apply knowledge learned in the classroom to work situations (in

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subject areas such as transportation planning, writing, communications, environmental, public service, etc.).

- Good written and oral communication skills.
- Ability to work with a variety of people in the assigned work environment.
- Thoroughly and accurately follow written and oral instructions.
- Experience with stakeholder engagement and/or community outreach.
- Customer service and administrative support experience.
- Experience using a personal computer, including operating systems, software, and basic Microsoft Office programs such as Power Point, Excel, Word, and Outlook.

Supervision Exercised Over Others

This position does not supervise others.

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. The incumbent must handle all situations and communications tactfully and respectfully to support the Authority's mission.

Responsibility for Decisions and Consequence of Error

The incumbent works under close supervision and performs a variety of tasks as a learner. Consequence of error is minimal and would only result in a learning experience for the Student Assistant because all work is reviewed before being finalized.

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. The incumbent 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. Specific schedules will be set between the supervisor and the employee.
- b. Telework: Telework is not available for this position.
- c. Travel: This position frequently travels locally, and occasionally statewide, to attend outreach events.
- d. Other: May attend outreach events that are outside normal business hours.

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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:

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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