



Position Information

Employee Name:

Position Title:

Student Assistant

Program:

Corporate Learning

Work Unit:

Learning & Development

Classification:

Student Assistant

Report To:

Supervisor I

Collective Bargaining Identifier (CBID):

E

Fair Labor Standards Act (FLSA) Status:

Covered, Work Week Group 2

Special Requirements

Conflict of Interest Designation: Not applicable.

Program Information:

Corporate Learning works with employees and business units. We help support our clients' training and change management efforts. We also help employees learn more about themselves and the business to more easily manage their careers and changes that arise.

Purpose/Scope:

Under close supervision of the Supervisor I (HR Manager), the Student Assistant supports the Learning and Development unit by providing administrative assistance, coordinating training activities, and managing components of the Employee Certification Program.

Essential and Marginal Functions:

In all aspects of performing the following functions the incumbent will:

- Comply with the Code of Conduct
- Maintain regular and predictable attendance and communication availability during working hours
- Establish and maintain effective working relationships and provide quality customer service in a timely manner.
- Follow State Fund's Equal Employment Opportunity principles
- Maintain a safe work environment
- Defend State Fund against fraudulent activities
- Maintain good customer relationships with internal and external business partners and stakeholders
- Properly maintain assigned equipment

This duty statement outlines the primary responsibilities and expected outcomes of the position. It is not intended to provide an exhaustive list of all job duties. Employees may be required to perform additional tasks as assigned, including work in other functional areas.

Description of Duties

40% Essential

- 1. Perform a variety of supportive activities to assist Learning Consultants in delivering effective learning and development services.**
 - a. Approve or deny CalHR training requests in accordance with established guidelines.
 - b. Conduct outreach to business partners to support learnings needs assessments when appropriate.
 - c. Monitor progress, updates, and compliance within departmental Learning Plans.
 - d. Compile, organize, and analyze spending data from departmental Learning Plans for reporting purposes.
 - e. Coordinate and consolidate training recommendations for submission to the Board of Directors.

35% Essential

- 2. Assist Learning Consultants in administering the Employee Certification Program (ECP), designed to sponsor employees in departments or classifications where a professional certification or designation enhances job performance.**
 - a. Review and approve or deny program applications in accordance with established criteria.
 - b. Provide timely and accurate responses to inquiries regarding program requirements.
 - c. Maintain an accurate list of vendors.
 - d. Maintain an accurate list of certification completion/participants.
 - e. Add certification certificates to Learning Management System.
 - f. Provide a summary of quarterly program spends to Leadership.

20% Essential

- 3. Provide administrative support for Learning Management System (LMS) operations to ensure accurate record-keeping and smooth delivery of departmental training activities.**
 - a. Add or modify class rosters to ensure accurate participant enrollment and attendance records.
 - b. Add classes within the LMS.
 - c. Coordinate logistical arrangements for client training sessions, including scheduling, communication support, and follow-up as needed.
 - d. Upload, organize, and manage training recordings within the LMS to ensure accessibility for learners and business partners.
 - e. Generate and provide deep links for training courses and recordings to support user access.
 - f. Convert training session recordings into video formats suitable for LMS upload and distribution.

5% Marginal

- 4. HR projects**
 - a. All other HR projects, initiatives and duties as assigned under the scope of Corporate Learning

100%

Required Knowledge Areas:

- General knowledge of team building and team-leading skills.
- General knowledge of project management principles.
- Working knowledge of basic math principles.
- Working knowledge of time management techniques to oversee efficient prioritization and completion of work unit tasks for staff and self.
- Working knowledge of State Fund standard software applications.
- General knowledge of project management principles.

Required Skills and Abilities:

- Ability to research, analyze, and evaluate information to make and support decisions.
- Ability to interpret/apply policies and procedures to complete assignments.
- Ability to interpret and apply policies and procedures and take proper action.
- Ability to achieve results according to objectives.
- Ability to manage multiple projects and tasks.
- Ability to communicate professionally and effectively, verbally and in writing.
- Ability to effectively work with and relate with other people.
- Ability to work independently and as a team with co-workers and management to address and resolve issues.

Work Environment:

Physical Requirements:

- Computer data entry, frequent positioning of self to move and transport light objects, and telephone work; mobility to various working areas.
- Incumbent works in the usual office environment.

Travel:

- Travel to various work sites and locations for training and/or meetings.

Emergency call backs:

- Not applicable.

Work Hours:

- Standard core business hours.

Supervisor’s Statement: I have discussed the duties of the position with the employee

Supervisor Name (Print):	Supervisor Signature:	Date:

Employee’s Statement: I have discussed with my supervisor the duties of the position and have received a copy

Employee Name (Print):	Employee Signature:	Date: