

SPEC: STUDENT ASSISTANT
CALIFORNIA STATE PERSONNEL BOARD

SPECIFICATION

Schematic Code: MF10
Class Code: 4870
Established: 5/3/72
Revised: 6/26/74
Title Changed: --

STUDENT ASSISTANT

DEFINITION

Under close supervision and in a learner capacity, to assist in the performance of the administrative or technical duties required by the departmental assignment; and to do other related work.

JOB CHARACTERISTICS

Employment in this class is restricted to students who are admitted for enrollment in a curriculum the subject matter of which will prepare the student to assist in attaining the objectives of the departmental organization where he/she will be employed. Employment in the class is based on continued enrollment in a college program.

The class provides a means of part-time or temporary employment where by students may receive on-the-job instruction and perform work that will provide practical experience in work tasks related to their field of study and develop familiarity with the laws and programs administered by the State of California. The class may be used for persons who have completed academic requirements but are working toward professional certification or registration, for persons in certain other fields such as health education, for which experience is a prerequisite for entrance to graduate school and for persons who have received a degree but are taking additional required course work for a specific career field. This class is not intended to be used for permanent employment and no full-time permanent appointments will be made in this class.

TYPICAL TASKS

Participates in various phases of a planned training program; learns policies, procedures, and techniques; performs meaningful tasks which are valuable and necessary to the program of the department such as computation, programming, and analysis of data; gains practical experience in the professional or technical field of study; assists in research, analysis, review, and other related activities in the department.

MINIMUM QUALIFICATIONS

Proof of application for, or enrollment as a student in, an appropriate college or university program.

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.

SPECIAL PERSONAL CHARACTERISTICS

Interest in the programs and aptitude for the work required by the department.