



California Housing Finance Agency Job Opportunity

Student Assistant Vacancy #493

Salary Range	\$1,560 - \$2,102
Final File Date	Open Until Filled
Division	Marketing
Specific Location	500 Capitol Mall, Suite 1400, Downtown Sacramento
Tenure & Time base	Part time, 24+hours per week
Number of Positions	One
Questions?	Contact us at 916-326-8025 or Recruitment@calhfa.ca.gov for questions. California Relay Telephone Service for the Deaf of Hearing Impaired: From TDD phones: 800-735 2929 or from voice phones: 800-735-2922.
Who May Apply	Must be a college student enrolled in classes during the regular term (Fall, Spring and Winter, if applicable), at an accredited college or university and carrying a minimum of six semester units (or nine quarter units for undergraduate students), with a grade point average of 2.0 or higher. Students who are majoring in, enrolled in, and/or have been enrolled in curriculum relating to Marketing or Public Relations or equivalent are encouraged to apply.
How to Apply	<p>Interested applicants must submit ALL of the following documents in order to be considered for the position:</p> <ul style="list-style-type: none"> • A Completed Standard State Application (STD 678) • Resume • Proof of Enrollment • Copy of Transcripts - unofficial copies are acceptable for the application process. (Official transcripts will be required prior to employment and after completion of each semester thereafter.) • List of References <p><i>An equal opportunity employer to all regardless of race, color, religion, sex, gender identity or expression, national origin, age, ancestry, disability, marital status, political affiliation, sexual orientation, or genetic information.</i></p> <p>Applications will be screened and only the most qualified candidates will be considered. Candidate may be selected by application material review only.</p> <p>Submit the required application material to: California Housing Finance Agency Human Resources Office P.O. Box 4034 Sacramento, CA 95812-4034</p> <p>SPECIFY ON YOUR APPLICATION THAT YOU ARE INTERESTED IN VACANCY #493, STUDENT ASSISTANT.</p>
Job Description	<p>The duties of this position support the functions of the California Housing Finance Agency's Marketing Division which uses advertising, promotion and public relations to increase awareness of and accessibility to the Agency's products among lenders, real estate agents, builders, developers, localities and homebuyers. The student assistant performs a variety of duties such as but not limited to copy-writing press releases and other business documents, researching market trends, and providing assistance with collateral production.</p> <p><i>It is the objective of the State of California to achieve a drug-free state workplace. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.</i></p> <p>Desirable Experience/Qualifications:</p> <ul style="list-style-type: none"> • Declared Marketing or Public Relations major • Strong writing skills. • Attentive to detail. • Excellent analytical skills. • Knowledge of basic marketing/public relations principles and techniques. • Excellent customer service and interpersonal skills. • Ability to shift priorities and/or workloads. • Maintains good attendance and is dependable. • Maintains good work habits and adheres to all policies and procedures. • Knowledge of Microsoft Office Suite (Outlook, Word, Excel, PowerPoint)
2/3/2016	