



Student Assistant

By joining the California Lottery team, you will be rewarded with the knowledge that the work you do everyday helps support California's public education. Not to mention benefiting from the additional amenities we offer including FREE PARKING, an on-site Subway® restaurant, an exercise room and our convenient location just outside of downtown.

Salary

\$1,458 – \$1,941

Final Filing Date

November 16, 2009

Applications postmarked after the Final Filing Date will not be accepted.

Position Number

358-710-4870-900

Questions About the Job

Norma Minas (916) 327-6090

Position Location

Sales & Marketing Division
Retailer Communications
600 North 10th St. (Off Richards Blvd.)
Sacramento, CA 95811

Send Application To

California State Lottery
Attn: Darlene (710)
P.O. Box 2630
Sacramento, CA 95812-2630

Duties

Under the general direction of the Public Information Officer II, the Student Assistant will provide editorial support for the Retail Communications Unit and *Salesmaker*. Responsibilities include:

- Perform a variety of editorial tasks that includes writing articles, researching retailer program issues and compiling reports, and filing materials on CD
- Assist in the research and preparation of written materials for publication
- Independently edit miscellaneous documents and organize retailer nominations and prepare presentations
- Maintain files of images for retail communications purposes
- Assist in the planning of events and participate in monthly retailer of the month, retailer of the year as well as promotional events. Prepare materials for events and ship to district offices
- Special projects as assigned

Desirable Qualifications

Applicants applying for this position should:

- Have excellent written communication skills
- Have a working knowledge of personal computers and programs, such as Microsoft Word, Microsoft Excel, Filemaker Pro, Adobe Photoshop and Illustrator
- Possess good Internet research skills, and have a working knowledge of Internet Explorer and search engines like Google or Yahoo
- Have at least one year remaining in undergraduate or graduate programs in Communications Studies, Journalism or English

Who Should Apply

Current students enrolled in an accredited college or university and are enrolled in a minimum of six semester or nine quarter units. Students must maintain a 2.0 GPA. Applicants must provide official transcripts and verification of college enrollment prior to being appointed to state service. Applications will be screened for eligibility and only those that best meet the requirements of the job will be considered. Candidates must submit a resume outlining education and experience.

Equal Opportunity Employer: The California State Lottery is an equal opportunity employer to all regardless of race, religion, ancestry, disability, age, sexual orientation, color, creed, national origin, sex, marital status or political affiliation.

Background Investigation: The California State Lottery Act provides that no person may be hired as an employee of the Commission if that person has been convicted of a felony or any gambling related offense. A background check will be required.