

CALIFORNIA STATE BOARD OF EQUALIZATION
External Affairs Department
Communications Office/Document Translations

JOB TITLE: Graphic Design Translations Student Intern

JOB REQUIREMENTS: Graphic Design Skill and Experience. A working knowledge of Adobe Suite, especially InDesign.

DESIRED SKILL: Bilingual desired but not necessary.

SPRING SEMESTER: January to May; may include summer schedule of June through August. Flexible hours based upon students schedule (5 to 15 hours per week).

STATEMENT OF DUTIES: Part-time, temporary support position for the Document Translations Section. Intern will utilize full Adobe Suite software including Indesign to process and publish translated documents. May also assist Graphic Design Unit as needed.

SUPERVISION RECEIVED: Direct supervision from the Staff Services Manager and Information Officer II. Technical assistance is limited, intern is expected to have working knowledge of Indesign software and Adobe Suite.

SUPERVISION EXERCISED: None.

TYPICAL WORKING CONDITIONS: Intern may telecommute, utilizing personal computer and come to office one day per week. State building is an enclosed office area with modular furniture in a smoke-free environment. Must be willing to work in a high-rise building, office is located on the 23rd floor.

ESSENTIAL FUNCTIONS

90% Work with non-English documents and publications. Intern will cut and paste word documents into Indesign software to produce print publications. Intern will utilize all typical Adobe Suite software to accomplish a variety of tasks.

10% Assists in typical clerical duties including filing, ordering supplies and phones.

Please email your resume to lou.bender@boe.ca.gov

Or US mail to:

Mrs. Lou Bender
Board of Equalization
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