

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

**JOB TITLE:** Communications Student Intern

**JOB REQUIREMENTS:** Analytical skills; Excellent writing and research skills; Excellent bilingual skills and Ability to translate, write and type in Spanish.

**SPRING SEMESTER:** January to May; may include summer schedule of June through August. Flexible hours based upon students schedule (8 hours per week).

**STATEMENT OF DUTIES:** Part-time, temporary support position for the Communications office and Document Translations Section. Intern will assist in gathering information for press releases and media responses. Bilingual intern will also translate and review written documents from English to Spanish language as noted above in Job Requirements. Intern will type translations and edit documents translated by others. Intern will also perform clerical duties as needed to support section.

**SUPERVISION RECEIVED:** Direct supervision from the Staff Services Manager and Information Officer II.

**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 23<sup>rd</sup> floor.

**ESSENTIAL FUNCTIONS**

60% Assist in research and background information for agency press releases and media responses. Assist in agency event planning.

20% Translate all manner of written materials from English to specified language. Proofread the work of other translators and make corrections/suggestions.

10% Research and compile information for various projects, work with electronic files, data bases and filing systems.

5% Perform a variety of clerical tasks.

**Please email your resume to: [carmen.garcia@boe.ca.gov](mailto:carmen.garcia@boe.ca.gov)**

**Or US mail to:**

**Ms. Carmen Garcia Board of Equalization  
450 N Street, MIC 15  
Sacramento, CA 95814**