

## DUTY STATEMENT

Class Title <b>Student Assistant</b>	Position Number 581-403-4870-901
---	-------------------------------------

COI Classification <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
---

Unit

Section

Branch  
HIV Prevention Branch

Division  
Office of AIDS

This position requires the incumbent maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures regarding attendance, leave, and conduct.

**Job Summary:** The California AIDS Clearinghouse (CAC) is a program of the Office of AIDS that assists in reducing the spread of HIV infection by developing and providing appropriate and culturally sensitive HIV/AIDS educational materials to local health jurisdictions and community-based care/prevention programs conducting HIV/AIDS risk-reduction interventions. CAC also administers a venue-based condom distribution program, providing condoms and lubricant to venues who specifically serve HIV-positive people and/or people identified at highest-risk for acquiring HIV infection.

The Student Assistant performs a variety of duties in support of CAC under close supervision and in a learning capacity.

**Supervision Received:** Under general direction of the HIV Prevention Branch Chief.

**Supervision Exercised:** None.

**Description of Duties:** See below.

<b>Percent of Time</b>	<b>Essential Functions</b>
------------------------	----------------------------

45%	Assists with the operational management of CAC. Receives, processes, and provides technical assistance on orders for educational materials and condoms. Assists in maintaining CAC's condom and educational material inventory, identifying when printed materials are low in stock and need to be reprinted. Generates monthly reports on condom distribution numbers.
35%	Develops familiarity with subject matter in the materials available in CAC material catalog. Assists staff with developing new educational materials in alignment with the National HIV/AIDS Strategy as well as brainstorming new, innovative, and cost-efficient ways of distribution.
15%	Schedules meetings/webinars and makes travel arrangements. Processes travel expense claims for Branch Managers.

**Percent of Time    Marginal Functions**

5%                      Performs other job-related duties as assigned.

Employee's signature	Date
Supervisor's signature	Date