



Associate Governmental Program Analyst Job Bulletin Permanent, Full Time

The California Student Aid Commission (CSAC) is seeking an Associate Governmental Program Analyst (AGPA) in the Outreach and Marketing Unit. In this role, you will be responsible for the creation of materials, videos, and other content to promote financial aid programs and opportunities. Statewide travel may be required during specific months of the academic year.

Read more details about this opportunity and to apply at [CalCareers](#).

About you: You enjoy working in a fast-paced environment and want to support the CSAC's mission. The following bullet points describe you:

- You have effective written and verbal communication skills.
- You have strong interpersonal and organizational skills.
- You are self-motivated and work well independently and as part of a team.
- You are customer service oriented.
- You can handle multiple tasks and changing priorities.
- You can perform well under pressure on time-sensitive and high priority projects.
- You are proficient in Microsoft Office and software applications related to video and graphic design.

Location:

CSAC's Headquarters:
11120 International Drive, Suite 100
Rancho Cordova, CA 95670

This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on the California Student Aid Commission's current telework policy. While the California Student Aid Commission supports telework, in-person attendance may be required based on operational needs. Employees are expected to be able to report to their worksite with minimal notification if an urgent need arises, as determined by the Department. The selected candidate may be required to conduct business travel on behalf of the Department or commute to the headquartered location. Business travel reimbursements consider an employee's designated Headquarters Location, primary residence, and may be subject to change by the California Department of Human Resources. All commute expenses to the headquartered location will be the responsibility of the selected candidate.

Salary Ranges: \$5,518.00 - \$6,907.00 per month.

Benefits: Benefit information can be found on the [CalHR](#) website and the [CalPERS](#) website.

Last day to apply: August 14, 2023

What you'll do:

- Coordinate graphic design efforts toward the marketing of Commission programs.
- Advise and consult with other Commission staff regarding the Commission's marketing and design strategies.
- Gather market research and consumer behavior data to determine impact and drive Commission marketing.
- Serve as the Commission's photographer and videographer.
- Create, schedule, and distribute Commission content.
- Develop event materials, including presentation resources.
- Effectively manage multiple projects with competing priorities.
- Support Commission hosted workshops and other events.

About CSAC

As the principal state agency, the California Student Aid Commission is responsible for administering financial aid programs for students attending public and private universities, colleges, and vocational schools in California. By joining us, you become part of a passionate and driven organization dedicated to its mission where all areas across the organization are aligned with the common goal of developing technical and analytical skills and leadership abilities, through promoting teamwork and cross-functional teams.

About the Policy and Public Affairs Division

The Policy and Public Affairs Division helps bring the message about financial aid opportunities to students, families, policymakers, media, and other key stakeholders. This team is responsible for the Commission's outreach and marketing programs that promote financial aid and opportunities to receive assistance in applying for it, including the California Student Opportunity and Access Program (Cal-SOAP) and Cash for College workshops. The division also works with policymakers to craft legislation and budgetary actions to make financial aid more accessible and impactful for students, while also seeking to ensure that these issues are widely understood by media and external partners through strategic communications and engagement. The Policy and Public Affairs Division is a dynamic team focused on helping connect students with the support that is available now and developing solutions to better serve them in the future.

Diversity, Equity, and Inclusion at CSAC

Diversity Statement: Here at the CSAC, we want all of our employees to feel respected, valued, appreciated, and equipped to thrive. CSAC encourages employees to work together to fuel the creativity and innovation process necessary to serve our customers well. This

commitment fosters an inclusive work environment where all backgrounds, cultures, and personal experiences are honored as we join in common cause to make college affordable for all California students.

The State of California is an Equal Employment Employer to all, regardless of age, ancestry, color, disability (mental and physical, exercising the right to Family Care and Medical Leave), Gender, Gender Identity or Expression, Genetic Information, Marital Status, Medical Condition, Military or Veteran Status, National Origin, Political Affiliation, Race, Religious Creed, Sex (includes Pregnancy, Childbirth, Breastfeeding, and related medical conditions), and Sexual Orientation of any person.