

Full job description - Student Assistant

Are you a currently enrolled college student looking for a hands-on opportunity to support active investigations? CDI's Investigation Division in Orange County is seeking a Student Assistant to gain valuable experience in investigative work.

Key Responsibilities:

- Collect, organize, and analyze case documents, prepare investigative charts, and draft reports.
- Conduct research, compile case statistics, and assist with caseload management.
- Support investigators by reviewing case files, transcribing recordings, and attending case discussions.
- Assist with evidence collection, cataloging, storage, and search warrant execution.

Reasons to Love This Role:

- Real-world experience in investigative work and data analysis
- Build your professional network and gain insight into public service
- Perfect for students majoring in criminal justice, law and business administration

Requirements:

- Must be currently enrolled in college. Proof of enrollment is required with your application.

Desired Qualifications:

- Ability to work independently as well as a team member.
- Ability to use sound judgment and willingness to exercise a high degree of initiative, independence, and originality in performing assigned task.
- Knowledge of Microsoft applications including Word, Excel, and Access databases.
- Must be able to work in a fast-paced office environment and be able to maintain a courteous and professional demeanor at all times.

This position offers an excellent opportunity for students to develop valuable skills while contributing positively to our organization. We look forward to welcoming a dedicated Student Assistant to our team!

Job Type: Temporary

Pay: \$3,075.00 - \$4,144.00 per month

Benefits:

- Flexible schedule

Schedule:

- Day shift

Work Location: In person: 333 South Anita Drive, Orange, CA 92868