



State of New Jersey  
DEPARTMENT OF EDUCATION  
PO Box 500  
TRENTON, NJ 08625-0500

PHILIP D. MURPHY  
*Governor*

TAHESHA L. WAY  
*Lt. Governor*

KEVIN DEHMER  
*Commissioner*

## Notice of Vacancy

**Reference Number:** DOE-015-25

**Title:** Adult Learning Specialist (Project Specialist)

**Range/Title Code:** P26/60005

**Salary:** \$78,024.71 – 111,000.80

**Position Number:** 651730

**Issue Date:** May 30, 2025

**Closing Date:** June 27, 2025

**Core Hours of Operation:** 7:30 a.m. – 5:30 p.m.

**Location:** Trenton, New Jersey

**Division:** Division of Teaching and Learning Services, Office of Learning Equity and Academic Recovery

## Description

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Under the direction of the Director, Office of Learning Equity and Academic Recovery, the Adult Learning Specialist will design, develop, and implement high-quality online asynchronous learning modules tailored for adult learners. This role supports statewide professional learning initiatives and literacy priorities by developing engaging, interactive modules aligned to adult learning principles and evidence-based literacy practices. Create digital learning experiences that are accessible, inclusive, and grounded in evidence-based practices. Collaborate with New Jersey Department of Education (NJDOE) staff, and content experts to design and develop engaging, interactive e-learning modules; structure digital learning pathways; support cohort-based learning; and ensure alignment with evidence-based practices. Responsibilities also include leveraging Learning Management Systems (LMS), evaluating and refining learning experiences based on feedback

and data, and contributing to the professional development strategy related to data dashboard adoption and effective data use; and performs other related work as required.

## Requirements

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### Education

Graduation from an accredited college or university with a Bachelor's degree in Education, Instructional Design, Educational Technology, Curriculum & Instruction, or a related field.

### Experience

Three (3) years of experience in adult learning, instructional design, or e-learning content development for professional or post-secondary education audiences.

### Preferred Education/Experience

Demonstrated expertise in adult learning theory (andragogy) with proficiency in developing asynchronous digital content using tools such as Articulate Storyline, Rise 360, Adobe Captivate, and Camtasia. Experience using Learning Management Systems (e.g., Canvas, Moodle, Blackboard) for course development and delivery. Experience as a coach or administrator. Ability to create engaging, accessible, and inclusive digital learning experiences aligned with Universal Design for Learning (UDL).

## Employee Benefits

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As a NJ State Department, NJDOE offers a comprehensive benefits package including:

- Pension
- Deferred Compensation
- Health (medical, prescription drug, dental & vision care) and Life Insurance

- Public Service Loan Forgiveness (PSLF)
- Tuition Reimbursement\*
- Flexible and Health Spending Accounts (FSA/HSA)
- 13 paid holidays
- Benefit Leave (vacation days, sick days and administrative leave days)
- Telework\*
- Alternate Work Week Program\*

\*Pursuant to Department's policy, procedures, and/or guidelines.

## Open to the Following

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In accordance with the New Jersey First Act P.L. 2011 c.70, effective September 1, 2011, new public employees are required to obtain New Jersey residency within one (1) year of employment.

Applicants must meet the requirements listed above.

Interested candidates may apply via: <https://www.nj.gov/education/careers/>.

## Authorization to Work

Selected candidates must be authorized to work in the United States according to the Department of Homeland Security, United States Immigration and Customs Enforcement regulations. Note: The State of New Jersey does not provide sponsorships for work visas.

## SAME Applicants

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If you are applying under the NJ "SAME" program, your supporting documents (Schedule A or B letter), must be submitted along with your resume by the closing date indicated above. For more information on the SAME Program, visit their website at: [nj.gov/csc/same/overview/index.shtml](http://nj.gov/csc/same/overview/index.shtml), email: [CSC-Same@csc.nj.gov](mailto:CSC-Same@csc.nj.gov), or call the Civil Service Commission at (609)-292-4144, option 3.

## EOE/AA Statement

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The New Jersey State Department of Education is an Equal Opportunity Employer, has an Affirmative Action Program, and will not discriminate against any person because of race, creed, religion, color, national origin/nationality, ancestry, age, sex/gender (including pregnancy), marital status/civil union partnership, familial status, affectional or sexual orientation, gender identity or expression, domestic partnership status, atypical hereditary cellular or blood trait, genetic information, disability, (including perceived disability, physical, mental, and/or intellectual disabilities), or liability for service in the Armed Forces of the United States, and is committed to Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.