



NEW JERSEY DEPARTMENT OF STATE

NOTICE OF JOB VACANCY

POSTING: #STA-2024-025	OPEN TO: General Public
ISSUE DATE: June 28, 2024	CLOSING DATE: Open until filled
TITLE: Planetarium Associate – 3 positions available Temporary Employment Services (TES)/ Support Services	SALARY: \$17 per hour
DIVISION: State Museum	Location: Trenton, NJ

DEFINITION: Under the direction of Asst. Curator, Planetarium Education, is responsible for presenting astronomy lectures to the public on weekends and for special events (Saturdays and Sundays, approx. 11 am- 4:30 pm; seasonal weekdays and special events as needed); operating all full-dome video, electrical and optical effects, and auxiliary projectors on astronomy education in the Museum’s planetarium; responsible for selling and distributing tickets for Planetarium programs; provides technical support for other educational programs on weekdays or evenings as needed; answers visitor questions and resolves any concerns; plays a key role in offering the highest level of visitor service.

KNOWLEDGE AND SKILLS: Comfort with public speaking and using specialized equipment. Interest in or knowledge of Astronomy is a plus. Ability to learn and communicate astronomy-related information, as well as the technical aspects of the equipment. Must be capable to be fully-trained on operational procedures of Planetarium Full Dome Video digital system, laser projectors and other equipment used for public presentations. Must be reliable and friendly. Previous experience with customer service, and working cash register and credit card machine. Should be comfortable with basic math, completing forms and counting money and operating technology. Must be available on a very flexible schedule.

NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

REQUIREMENTS

LICENSE: Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the duties of the position.

IMPORTANT NOTICE

RESIDENCY LAW: Pursuant to N.J.S.A. 52:14-7 (L.2011, Chapter 70), also known as the “New Jersey First Act,” which became effective September 1, 2011, all persons newly hired by the Executive Branch on or after that date shall have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey. New Jersey State employees hired prior to September 1, 2011 who transfer from within the Executive Branch or from another State of New Jersey appointing authority without a break in service greater than seven days but who reside outside the State of New Jersey are not required to change their principal residence to New Jersey in order to comply with the act.

SAME APPLICANTS: 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: <https://nj.gov/csc/same/overview/index.shtml>, email: SAME@csc.nj.gov, or call CSC at (833) 691-0404.

AUTHORIZATION TO WORK: Selected candidate must be authorized to work in the U.S. According to Department of Homeland Security, U.S. Citizenship and Immigration Services regulations. The State of New Jersey does not provide sponsorships for permanent residency to the United States or work visa.

FILING INSTRUCTIONS

APPLICANT INFORMATION: Forward a cover letter, resume, unofficial transcripts and employment application electronically to: Employment.Recruiter@sos.nj.gov by 5:00pm on the closing date. You must include the Job Posting #, and Last Name in the subject line of your email. Employment Application can be found here <https://www.nj.gov/csc/about/publications/forms/pdf/DPF-663.pdf>. Failure to provide all application materials requested may result in your ineligibility.

RESUME NOTE: Eligibility determinations will be based upon information presented in resume only. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating its U.S. equivalency prior to the closing date. Failure to do so will result in your ineligibility.

The New Jersey Department of State is an Equal Opportunity Employer