



State of New Jersey

DEPARTMENT OF EDUCATION

Notice of Vacancy

The Commissioner of Education invites applications from qualified candidates for the following:

Reference Number: DOE-026-23

Title: Government Representative 2
(Public Information Officer)
Range/Title Code: X98/55013
Salary: To be determined
Position Number: 011937
Issue Date: March 14, 2023

Closing Date: April 11, 2023
Core Hours of Operation: 7:30 a.m. – 5:30 p.m.
Location: Trenton, New Jersey
Division: Division of Legal and External Services,
Office of Communications

Description:

Under the direction of the Director, Office of Communications, the Public Information Officer is responsible for the drafting, selection, editing, and dissemination of informative materials designed to aid the public relations programs of the Office of Communications; and performs other related work as required.

Requirements:

Education: Graduation from an accredited college or university with a Bachelor's degree.

Experience: Five (5) years of experience in the collection, analysis, preparation, and dissemination of information in public relations and/or public information program in a public or private agency or organization. Demonstrated ability to organize and prioritize their work to ensure efficiency and accuracy, as well as lead initiatives either individually or while leading a team.

Open to the Following:

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.

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.

Forward a cover letter and resume electronically to:

resume3@doe.nj.gov (include the Reference # in the subject line).

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 the Civil Service Commission at (833) 691-0404.

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.