



Philip D. Murphy  
*Governor*

Tahesha L. Way  
*Lt. Governor*

STATE OF NEW JERSEY  
CIVIL SERVICE COMMISSION  
DIVISION OF ADMINISTRATIVE AND EMPLOYEE SERVICES  
Office of Human Resources  
P.O. Box 323  
Trenton, New Jersey 08625-0323

Allison Chris Myers  
*Chair/Chief Executive Officer*

## JOB OPPORTUNITY

**Posting Issued:** February 18, 2025

**Closing Date:** March 21, 2025

**Title:** Human Resource Consultant Trainee

**Vacancies:** 1

**Location:** Civil Service Commission  
Center for Learning and Improving Performance (CLIP)  
44 S. Clinton Avenue  
Trenton, NJ 08625

**Salary:** \$51,987.70 - \$54,351.06

**Open to:** Statewide

### **DESCRIPTION OF POSITION:**

The New Jersey Civil Service Commission's Center for Learning and Improving Performance (CLIP) supports the training and development needs of state employees through training programs that are planned, designed, and implemented to best leverage state resources and maximize state and local employees' work-related skills.

The Center for Learning and Improving Performance (CLIP) is seeking a detail-oriented and creative professional to join our team. This hybrid role combines critical administrative functions with creativity skills, offering the opportunity to contribute to both operational success and enhance awareness of CLIP's services and expertise.

This position will work with internal and external customers, be responsible for handling registration and billing processes while maintaining meticulous records to ensure accuracy and efficiency in training operations. Additionally, it involves creating promotional materials, such as flyers, to support awareness of our programs and services. Success in this role requires exceptional written and verbal communication skills, critical thinking, creativity, and strong attention to detail.

Knowledge of the Saba or related learning management platforms is preferred. Additionally, the candidate must be proficient in Microsoft Office programs with advanced knowledge of MS Excel and Adobe Premiere suite or creative software.

### **NOTE:**

### **SPECIFIC TO THE POSITION:**

- Coordinate and execute the end-to-end registration processes for training programs, ensuring accuracy and a seamless participant experience.
- Process billing and payment transactions and maintaining meticulous records.
- Respond to inquiries from participants regarding registration, billing, or course information.
- Generate regular reports to track enrollment, revenue, and program metrics.
- Create compelling marketing materials, including flyers, emails, social media posts, and website content, to promote training programs and services.
- Collaborate with internal teams to align marketing efforts with organizational goals.
- Monitor marketing performance and adjust strategies to maximize engagement.
- Assist with branding initiatives to enhance organizational visibility.

## **THE IDEAL CANDIDATE WILL ALSO BE ABLE TO:**

- Work effectively in a fast-paced environment, recognize and react to changing business needs and effectively prioritize tasks.
- Initiate tasks and be self-motivated and able to work both independently and in conjunction with team members and business units.
- Demonstrate enthusiasm and flexibility in working on a variety of projects as necessary, as well as the ability to increase your familiarity with any system functions and processes.
- Effectively manage deadlines while proactively identifying and resolving issues to ensure smooth operations.

## **REQUIREMENTS:**

**NOTE:** Applicants must meet one of the following or a combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience.

Four (4) years of professional experience in human resource work involving one or more of the following areas: position classification, compensation, staff and organizational development, regulation interpretation, personnel selection procedures, equal employment opportunity, workforce planning, employment counseling, PMIS/CAMPS, or timekeeping systems.

## **OR**

Possession of a bachelor's degree from an accredited college or university.

**NOTE:** "Professional experience" refers to work that is analytical, evaluative, and interpretive; requires a range of basic knowledge of the profession's concepts and practices; and is performed with the authority to act and make accurate and informed decisions.

## **LICENSE:**

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

## **NOTE:**

\*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](mailto:SAME@csc.nj.gov) , or call CSC at (609)292-4144 option 3.

\*\*Effective September 1, 2011, all employees of State and local government must reside in the State of New Jersey, unless exempted under the law. If you already work for State or local government as of September 1, 2011, and you do not live in New Jersey, you are not required to move to New Jersey. However, if you begin your office, position, or employment on September 1, 2011 or later, you must reside in New Jersey. If you do not reside in New Jersey, you have one year after the date you take your office, position, or employment to relocate your residence to New Jersey. If you do not do so, you are subject to removal from your office, position, or employment.

## **IF YOU QUALIFY AND ARE INTERESTED, SEND YOUR RESUME AND A LETTER OF INTEREST TO:**

Bev Hamilton, Manager 2, Human Resources, Civil Service Commission, P.O. Box 323, Trenton, New Jersey 08625 or [hrsupport@csc.nj.gov](mailto:hrsupport@csc.nj.gov)