



New Jersey Department of Military and Veterans Affairs

VACANCY ANNOUNCEMENT

Posting #: 47-23

Posting Period: From 04/24/2023 to 05/12/2023

Title: Governors Fellow

Salary: \$75,000.00

Number of Vacancies: 1

Workweek: NL

Work Location: 101 Eggerts Crossing Road
Lawrenceville, NJ 08648

Program: Diversity, Equity, Inclusion and Belonging (DEIB)

Scope of Eligibility: Applicants will be accepted from all Outside Applicants who meet the requirements listed below. Selection will be made from among the best qualified.

NOTE: Participation in the Governor's Fellowship Program shall not exceed one year.

Job Description: Under the direction of the Chief Diversity Officer, the Fellow will gather information to analyze and evaluate the effectiveness of current or projected operating programs; prepare reports; recommend program changes; and perform other related work. Prior to selection, the Fellow should demonstrate knowledge of the methods used to gather and analyze data; knowledge of the methods used to conduct research, analyses and evaluations; factors to be considered in the review and evaluation of operational programs; the ability to collect and analyze data, the ability to conduct studies and evaluate results; the ability to review and evaluate operational programs and activities; the ability to identify actual and potential problems areas, and recommend changes; the ability to prepare reports; the ability to establish records and files; and the ability to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Civil Service Commission Requirements

Requirements: Graduation from an accredited college or university with a Bachelor's degree and a combination of established excellence in academics and/or professional achievement; proven leadership ability and potential for further growth; demonstrated commitment to public service; effective written communication skills as demonstrated by writing assignment; evidence of effective teamwork.

NOTE: Applicants may utilize college credits in combination with the indicated experience to meet the job requirements. These credits will be applied on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

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

Residency: Pursuant to the "New Jersey First Act" N.J.S.A. 52:14-7 (L. 2011, Chapter 70), newly hired public employees are required to reside in the State of New Jersey, unless exempted under the law. If you do not reside in New Jersey, you have one (1) year after you begin employment to relocate your residence to New Jersey.

HOW TO APPLY:

SUBMIT APPLICATION FOR EMPLOYMENT, COVER LETTER, RESUME, AND E-MAIL ADDRESS BY 4:00PM ON THE CLOSING DATE TO:

Mail: ATTN: HRD-PMRS, PO Box 340, Trenton, NJ 08625-0340

E-Mail: CareersCentral@dmava.nj.gov

Fax Number: (609)530-7192

Forms may be obtained from our web site at: <https://www.nj.gov/military/personnel/forms/employment-application.pdf>, the Human Resources Division, or call (609) 530-6723.

New Jersey Department of Military and Veterans Affairs is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.