



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-061-23

Title: Project Specialist
Range/Title Code: X98/60005
Salary: TBD
Position Number: 651730
Issue Date: May 22, 2023

Closing Date: June 19, 2023
Core Hours of Operation: 7:30 a.m. – 5:30 p.m.
Location: Trenton, New Jersey
Division: Division of Field Support and Services,
Office of Recruitment, Preparation, and
Certification

Description:

Under general supervision and direction of a supervisor in the Office of Recruitment, Preparation, and Certification, develops and sustains a recruitment campaign for the K-12 Workforce Diversity pilot program. Coordinates the New Jersey Department of Education's promotion efforts including, but not limited to, the development of marketing materials, social media content, and website development. Collaborates with education program providers to support and promote providers recruitment strategies for the pilot program; does related work as assigned.

Requirements:

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

Experience: Three (3) years of professional experience in the field of program planning and development, which shall have included responsibilities for the research, negotiation, and writing of proposals for programs.

Preferred Experience: Candidates exhibiting working knowledge in recruitment in a school district or other educational institution; working with males of color, experience working with stakeholders and presentation skills.

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.