



**NEW JERSEY DEPARTMENT OF TRANSPORTATION  
Public Posting**

**POSTING #:** 23-00133

**TITLE:** Analyst Trainee

**ISSUE DATE:** 5/5/2023

**TITLE CODE:** 55300

**CLOSING DATE:** 5/26/2023

**DIVISION:** Office of Chief of Staff

**LOCATION:** Ewing

**UNIT:** Communications

**RANGE:** P95

**SALARY:** \$46,431.86-\$48,531.07

**WORK WEEK:** 35 hours

**DESCRIPTION**

The New Jersey Department of Transportation (NJDOT) is seeking candidates for the position of **Analyst Trainee** within the The Office of Chief of Staff, Government & Community Relations, Communications. Analyst Trainees are assigned a 35 - hour work week. Current starting salary is \$46,431 and after six months is \$48,531.

As a NJ State Department, NJDOT offers a comprehensive benefits package including Health Care (medical, prescription drug, dental, and vision care), Pension, Deferred Compensation, 13 paid holidays, and Benefit Leave (12 vacation days, 15 sick days, and 3 administrative days).

NJDOT will accept applications from students anticipating graduation in May 2023.

No offer of employment will be made without proof of degree.

The Department of Transportation (DOT) currently offers a telework pilot program, and this position may qualify for up to 2 days of remote work at your primary residence outside of your assigned DOT work location. This program does not supersede the "New Jersey First Act", which requires newly hired NJDOT employees to establish, and then maintain, principal residence in the State of New Jersey.

New hires will not be eligible for the telework pilot program until they successfully complete their 4 - month working test period.

This position will report directly to the Social Media Manager and create graphics for various digital applications, internal communications, website and other medium.

Specific responsibilities of this position include:

- Collaborate with the Social Media Manager to develop graphics that will complement the social media calendar, help grow NJDOT's brand, and advance our Departmental objectives.
- Design projects from concept to completion of print and digital marketing campaigns, public outreach, and internal NJDOT events.
- Photograph various events, construction projects, and other transportation related subjects.
- Edit original photos and photos taken by NJDOT employees and consultants.
- Collaborate with the Social Media and Press team to develop interesting, eye - catching and informative campaigns.
- Organize and maintain the Department's digital photo catalog.
- Occasionally assist in set up and breakdown of various equipment for Department events.
- Ensure visual and thematic continuity throughout all content.

## REQUIREMENTS

Graduation from an accredited college or University with a Bachelor's degree.

### Preferred Degrees:

- \* Graphic Design
- \* Marketing
- \* Communications
- \* Business

For more information regarding this position, please refer to: <http://info.csc.state.nj.us/jobspec/55300.htm>

### Preferred Qualities/Experience:

An individual applying for this position should have experience in a team or project - oriented setting; proven ability to excel in a fast - paced, deadline driven environment; excellent verbal and written communication skills; ability to prioritize and manage multiple key initiatives/projects concurrently; ability and interest in learning new programs and platforms; proficiency in Microsoft Office. Individuals should also demonstrate creative problem solving, eagerness to grow in skills/abilities and learn new technologies and programs when necessary.

- \* The ability to effectively collaborate with various teams.
- \* Works well in a fast - paced environment.
- \* Photography experience.
- \* Effective interpersonal, oral and written communication skills.
- \* Strong organizational skills.
- \* Ability to consistently meet deadlines.
- \* Proficient with graphic design software (Adobe Photoshop, Adobe Illustrator, Adobe InDesign, Canva etc).
- \* Proficient in photography and photo editing.
- \* Capable of designing social media graphics, newsletters, printed posters, digital content, flyers, banners, billboards, and logos.
- \* Ability to handle multiple projects and deadlines and ensure high quality of work “ with a strong attention to detail.
- \* Knowledge of social media platforms (Twitter, YouTube, Facebook, LinkedIn etc.).
- \* Proficiency in grammar, spelling and reading.
- \* Three (3) years of experience in graphic design.

## REQUIREMENTS (cont.)

Work Authorization: Applicants must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship and Immigration Services regulations. NJDOT does not provide sponsorship or accept student OPT/CPT program, F1 or H1B work authorization visas.

Residency: All persons newly hired on or after September 1, 2011 have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey subject to the provisions of N.J.S.A. 52:14 - 7 (L.2011, Chapter 70), also known as the "New Jersey First Act."

## TO APPLY

**You must apply through the NJDOT website at: <https://www.state.nj.us/transportation/about/employ/openings.shtm>**

Submit a complete packet by the closing date that includes the following documents:

- NJ State Application for Employment (Application instructions can be found at link above)
- Letter of interest
- Current resume
- Copy of unofficial transcript OR foreign degree evaluation
- Portfolio: provide at least two (2) examples of work products that include short video and/or static graphic design

## **IMPORTANT NOTES**

**Proof of Degree:** You must provide transcript or evaluation of your UNDERGRADUATE degree.

**Foreign Degree Evaluation:** If you obtained your undergraduate degree outside of the US, you MUST provide a Foreign Degree Evaluation from a USA recognized evaluation service agency that includes a course - by - course evaluation in order to be deemed eligible. Failure to provide evaluation will result in your application being disqualified.

**Incomplete Packets:** Applicants MAY NOT be considered if they fail to provide all requested documents upon initial submittal or fail to follow instructions when submitting electronically. Applicants will be selected for an interview on the basis of their application/resume.

**Current State employees:** Any appointments made that involve movement may result in a forfeiture of rights to any promotional lists in their former unit.

NJDOT provides reasonable accommodations to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please email dot - hr.ada@dot.nj.gov. Determinations on requests for reasonable accommodation will be made on a case - by - case basis.

**SAME APPLICANTS:** If you are under the NJ "SAME" program, your supporting documents (Schedule A or B letter), must be submitted along with your resume by 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 (833) 691 - 0404.

**New Jersey Is An Equal Opportunity Employer**