

NJ DEPARTMENT OF ENVIRONMENTAL PROTECTION  
Division of Water Monitoring & Standards  
Director's Office

**Hourly Position**

**Title:** Web Design Assistant (hourly)

**Salary:** \$18.00/hr.

**Vacancies:** 1

**Closing Date:** August 18, 2017

**Location:** 401 East State Street, Trenton

**Work Schedule:** 20-30 hours per week

**Description:** The Division of Water Monitoring & Standards' Director's Office has an hourly position in its Web Design Team that is currently open. Working under the Division's Communications Manager, job duties include assisting in developing, maintaining and enhancing Division webpages.

**Knowledge/Skills:** The applicant should have a strong working knowledge of Adobe Creative Cloud Suite software (most especially Dreamweaver) as well as WordPress. Graphic design experience and/or familiarity with GIS (or other mapping applications) is a bonus.

**Level of Education Required:** The position is open to candidates who have, at a minimum, completed 2 years of college.

**Authorization to Work:** Selected candidates must be authorized to work in the United States per the Department of Homeland Security, United States Citizenship and Immigration Services Regulations.

**Note:** The State of New Jersey does not provide sponsorships for citizenships to the United States.

**Note:** Interviews will be afforded based on the cover letter & resume submitted in response to this notice.

**Scope of Eligibility:** Open to candidates who meet the above requirements.

**Submit email of interest & resume to:** [alena.baldwin-brown@dep.nj.gov](mailto:alena.baldwin-brown@dep.nj.gov)