



Department of Military Affairs

X Appointment Opportunity Promotional Opportunity

The New Jersey Department of Military Affairs invites you to apply for the following position:

JOB POSTING #	004-26	ISSUE DATE:	1/13/2026	CLOSING DATE:	2/10/2026
TITLE:	Program Specialist Trainee (Recruiter)			WORK WEEK:	35 Hours
LOCATION:	Youth Challenge Academy NJ National Guard Training Center 100 Camp Drive Sea Girt, NJ 08750	RANGE:	P95	SALARY:	\$51,479.83 - \$53,807.27
		CLASS OF SERVICE:	Non-Competitive		
		UNIT SCOPE:	E110		
		WORK SCHEDULE:	8:00am – 3:30pm (tentative)		

THIS POSTING IS ONLY OPEN TO THE FOLLOWING:

Current Department of Military Affairs employees who are permanent in a competitive title or a Civil Service Commission-approved non-competitive title. Subject to current promotional and hiring restrictions

State employees who are permanent in a competitive title or a Civil Service Commission-approved non-competitive title. Subject to current promotional and hiring restrictions

Interested individuals who meet the stated requirements

JOB DESCRIPTION

DEFINITION:	Under the close supervision of a Program Specialist 3, Program Specialist 4, or other supervisory officer in a state department or agency, as a trainee and productive worker, receives on the job training in interviewing, screening, and evaluating candidates from various sources to achieve recruiting goals. Plans and performs recruiting activities. Develops information sources for enrollment into the New Jersey Youth Challenge Academy program. Makes in-person and virtual presentations to educators to establish contact with prospects. Maintains informational records to enable follow-up contacts with prospective cadets. Informs interested persons of obligations, academic structure, educational and training opportunities and other benefits. Plans and coordinates sales promotional projects using media such as direct mail and social media presentations. Presents New Jersey Youth Challenge Academy orientations to civic, social, educational and student organizations. Distributes advertising and publicity materials to places frequented by persons of interests. Conducts community relations programs. Assists and participates in special events such as state and municipal ceremonies, exhibits, fairs, parades, centennials and sporting events. Plans for and accompanies groups on tours of installation. Participates in community activities such as fund-raising drives, blood donor drives and patriotic holidays. Establishes and maintains contact with high school, business and industry officials to enhance the prestige of the New Jersey Youth Challenge Academy in the community. Collects and monitors production reports of recruiting activities. Implements plans and procedures to record production flow and reporting. Ensures proper distribution and use of advertising and publicity materials. Manages and controls lead resources. Provides management assistance in support of all recruiting programs; does other related work as required.
NOTE:	The examples of work for this title are for illustrative purposes only. Job specifications for this position can be found using this link: https://info.csc.state.nj.us/TitleList/TitleSearch.aspx . A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

REQUIREMENTS

EDUCATION & EXPERIENCE:	<p>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.</p> <p>Four (4) years of professional experience relevant to the position.</p> <p>NOTE: Please refer to the Advancement section located at the bottom of this title specification for a comprehensive list of approved titles connected to this trainee title. Experience must be related to the journeyman title associated with the position.</p> <p>OR</p> <p>Possession of a bachelor's degree from an accredited college or university.</p> <p>Advancement: Applicants must successfully complete the required twelve-month training period to be eligible for advancement to the title Program Specialist 1, in accordance with NJ Civil Service Commission procedures. The inability of an employee to attain a level of performance warranting advancement to the title listed above should be considered as cause for separation.</p>
-------------------------	--

LICENSE / CERTIFICATION:	Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.
SPECIAL NOTICES	
RESUME NOTE:	Eligibility determinations will be based upon information presented on the resume and application only. Applicants who possess a degree from a college or university outside the United States must provide an evaluation of one's transcripts from a recognized evaluation service at the time of submission by the above closing date. Failure to do so may result in your ineligibility.
PUBLIC SERVICE LOAN FORGIVENESS:	As a prospective employee of the State of New Jersey, you may be eligible for federal loan forgiveness programs and state repayment assistance programs. For more information, please visit the U.S Department of Education's website at https://StudentAid.gov/PSLF
VETERANS PREFERENCE:	Are you a veteran? If so, <u>proof of your NJ Veterans Preference is required at application</u> . Please provide a copy of your New Jersey Civil Service Commission NOTIFICATION OF VETERANS STATUS along with your cover letter and resume. For information on how to apply for Veterans Preference in the State of NJ, please visit the NJ Department of Veterans Affairs website at: https://www.nj.gov/dva/veterans/services/civil-service-preference/
SAME APPLICANTS	If you are applying under the NJ "SAME" program, your supporting documentation (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: CSC-SAME@csc.nj.gov , or call CSC at (609) 292-4144, option 3
RESIDENCY:	Effective 9/1/11, NJ PL 70 (NJ First Act), requires all State employees to reside in New Jersey, unless exempted under the law, or current employees who live out-of-state and do not have a break-in service of more than 7 calendar days, as they are "grandfathered." New employees or current employees who were not grandfathered and who live out-of-state have one year after the date of employment to relocate their residence to New Jersey or request an exemption. Current employees who reside in NJ must retain NJ residency, unless he/she obtains an exemption. Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment.
DRUG SCREENING:	If you are a candidate for a position that involves direct client care with the Department of Military Affairs, you may be subject to pre and/or post-employment drug testing/ screening. The cost of any pre-employment testing will be at your expense. Candidates with a positive drug test result or those who refuse to be tested and/or cooperate with the testing requirement will not be hired. You will be advised if the position for which you're being considered requires drug testing and how to proceed with the testing.
INFLUENZA VACCINATION:	NJ State Law (N.J.S.A. 26:2H-18.79) requires <u>ALL</u> health care facility employees to have the influenza vaccination annually.
AVAILABLE BENEFITS:	<p>As a NJ State Department, DMA provides a comprehensive list of benefits to the employees. The benefits include, but are not limited to, the following:</p> <ul style="list-style-type: none"> • Alternate Work Week* • Telework* • Deferred Compensation • Health and Life Insurance with Partial Vision Reimbursement • Public Service Loan Forgiveness (PSLF) • Flexible and/or Health Spending Accounts (FSA) & (HSA) • Benefit Leave Time* <u>Varies depending on years of service</u> • NJ Pension Plan (NJ Public Employees' Retirement System - PERS) • Public Service Loan Forgiveness (PSLF) • Flexible and/or Health Spending Accounts (FSA) & (HSA) • Paid Time Off • 13 State Holidays
* Pursuant to Department's Policy, Procedures, and/or guidelines	
FILING INSTRUCTIONS	
<p>Submit application for employment, cover letter, resume, and other supporting documentation as a single PDF document, saving the file by your <u>Last Name, First Name</u>, to:</p> <p style="text-align: center;">CareersCentral@dma.nj.gov or by U.S Mail: ATTN: HRD-DMA, P.O. Box 340 Trenton, NJ 08625-0340 Fax Number:(609) 530-7192</p>	
<p style="text-align: center;">Be sure to include the Job Posting # in the subject line of your email or cover letter</p> <p>Application forms may be obtained from the Human Resources website at: https://www.nj.gov/dma/admin/assets/documents/employment-application.pdf or you may request via the email address provided.</p>	