NEW JERSEY OFFICE OF THE SECRETARY OF
HIGHER EDUCATION

The Office of the Secretary of
Higher Education
(OSHE)

NJ Career Accelerator
Internship Grant
Opportunities

Professional Services

DHD Consulting, LLC

27 Chestnut St, Ridgewood NJ 07450

Sourcing Specialist, Hybrid, 2 open positions

Overview of Position

A Sourcing Specialist is a professional who supports recruiting teams by coordinating hiring activities, scheduling interviews, screening resumes, and maintaining candidate databases. They assist with onboarding and handle administrative tasks to ensure a smooth hiring process.

Responsibilities/Duties/Projects

Sourcing Specialist duties can include the following:

- Source candidates using job boards and social media platforms for client openings
- Update client job openings to our internal database and excel sheet
- Work with research assistants and data teams in organizing candidate resumes
- Create job posts to advertise client openings
- Assist backend developers with coding and troubleshooting
- Communicate with recruiters to determine and target urgent roles
- Conduct competitor research and suggest rooms for improvement
- Collaborate with marketing/sales team to create effective leads to increase client pool

Desired Majors

Open to all Majors

How To Apply

Apply through **https://www.workonward.com/job-search/detail/c9574485-524e-4da4-94e2-5a81e14bca65/4340e5af-f99b-4e8c-ba3c-ae52bc585f97**

Data Assistant, Hybrid, 1 open position

Overview of Position

Data Entry Clerks are usually responsible for entering data into different computer databases, manage and maintain effective record keeping. In addition, they may be responsible for organizing files, collecting and managing data to be entered into the computer.

Responsibilities/Duties/Projects

Data Assistant duties can include the following:

- Work with research assistants in gathering, categorizing and maintaining datasets and resumes
- Research and implement appropriate algorithm and tools when needed

- Solve complex problems by performing statistical analysis and fine tuning using test results
- Be up to date with developments in the AI/ machine learning space
- Interpret data, analyze results and identify trends using statistical techniques and provide ongoing reports
- Work with management to prioritize business and information needs
- Manage and troubleshoot database systems

Qualifications

- Currently a student enrolled in a bachelor's degree program related to computer science or data analyst or an applicant with strong analysis background
- Experience in analyzing large dataset strongly preferred
- Proficiency in machine learning framework and coding highly desirable
- Ability to commute to DHD Office once or twice a week is preferred
- Strong communication and organization skills required

Desired Majors

Computer Science, Information Systems & Technology, Engineering, Math & Physical Sciences, Technologies & Technicians

How To Apply

Apply through **https://www.workonward.com/job-search/detail/c9574485-524e-4da4-94e2-5a81e14bca65/0e0ae02f-09c7-400c-b2df-e1a669b9d201**

Business development associate, Hybrid, 1 open position

Overview of Position

Business development associate support a company's sales, marketing, and product development efforts. They identify potential customers, target markets, and new ventures for the company to pursue. Business development associates coordinate with various departments and strategic partners to help meet quarterly and annual targets.

Responsibilities/Duties/Projects

Business development associate duties can include the following:

- Follow up with outbound calls and emails to understand customer needs and requirements
- Communicate with both marketing and external stakeholders to plan sales strategies
- Visit local and tri-state small businesses to make relationships with business owners and identify new sales opportunities

- Work with account managers and data team to come up with sales goals and market research plans
- Keep tight deadlines and manage changing priorities

Qualifications

- Currently a student enrolled in a bachelor's degree program related to business or marketing or an applicant with similar background
- Previous experience in cold calling and lead generation preferred
- Traveling will be required
- Proficiency in Microsoft Office Products are strongly preferred
- Ability to commute to DHD Office once or twice a week is required
- Bilingual, multilingual candidates preferred

Desired Majors

Open to all Majors

How To Apply

Apply through **https://www.workonward.com/job-search/detail/c9574485-524e-4da4-94e2-5a81e14bca65/424fbdf9-6b60-470e-9611-2ee1de8e9373**