



NEW JERSEY DEPARTMENT OF STATE

NOTICE OF JOB VACANCY

POSTING: #STA-2024-037	OPEN TO: General Public
ISSUE DATE: November 8, 2024	CLOSING DATE: Open until filled
TITLE: Education Associate – 2 positions available Temporary Employment Services (TES)/ Support Services	SALARY: \$20.00 per hour - 944 hours per fiscal year
DIVISION: State Museum	Location: Trenton, NJ

DEFINITION: Under the direction of the Assistant Curator, Science Education, the Education Associate is responsible for teaching a variety of programs. These may include school field trip workshops, gallery drop-in activities and public events. May participate in the development of programs and events, and coordinate logistics as needed. Occasional evening and weekend work as needed.

Position Description:

- Teach field trip workshops on a regular basis, including art-based and science-based workshops for pre-kindergarten through high school levels.
- Teach Museum related activities in drop-in gallery programs or special events.
- Set up, break down and participate in facilitating activities at special events throughout the year (some weekends and evenings required).
- Attend training to refresh knowledge of workshops and learn new workshops as needed.
- Participate in growing teaching skills by reflecting on presentation style, content knowledge and group management.
- Seek help as needed to improve teaching technique; through online webinars, education journal articles, requests for professional development and peer review.
- Work evenings and weekends as needed when programming is scheduled.
- Provide suggestions for new programs, marketing efforts and/or logistical procedures based on feedback from groups, families and personal expertise.
- Participate in evaluating programs by conducting surveys, interviews and focus groups as needed.

NOTE: The examples of work for this title are for illustrative purposes only. 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

KNOWLEDGE AND SKILLS: Comfort with public speaking and knowledge of child development, learning styles and social learning environments. Interest in or knowledge of art, history or science is a plus. Ability to interact with the public, volunteers and peers in a courteous, timely and efficient manner. Ability to understand and carry out oral and written instructions. Ability to work independently within the prescribed procedures and policies of the Museum. Ability to work rotating shifts that regularly include weekends, holidays and/or weekdays. Preference given to candidates that speak Spanish or American Sign Language.

EXPERIENCE: One (1) year of work experience in providing educational programs. Comfort with public speaking or communicating with the public.

LICENSE: Appointee 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 the duties of the position.

IMPORTANT NOTICE

RESIDENCY LAW: Pursuant to N.J.S.A. 52:14-7 (L.2011, Chapter 70), also known as the “New Jersey First Act,” which became effective September 1, 2011, all persons newly hired by the Executive Branch on or after that date shall have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey. New Jersey State employees hired prior to September 1, 2011 who transfer from within the Executive Branch or from another State of New Jersey appointing authority without a break in service greater than seven days but who reside outside the State of New Jersey are not required to change their principal residence to New Jersey in order to comply with the act.

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 CSC at (833) 691-0404.

AUTHORIZATION TO WORK: Selected candidate must be authorized to work in the U.S. According to Department of Homeland Security, U.S. Citizenship and Immigration Services regulations. The State of New Jersey does not provide sponsorships for permanent residency to the United States or work visa.

FILING INSTRUCTIONS

APPLICANT INFORMATION: Forward a cover letter, resume and employment application electronically to: Employment.Recruiter@sos.nj.gov by 5:00pm on the closing date. You must include the Job Posting #, and Last Name in the subject line of your email. Employment Application can be found here <https://www.nj.gov/csc/about/publications/forms/pdf/DPF-663.pdf>. Failure to provide all application materials requested may result in your ineligibility.

RESUME NOTE: Eligibility determinations will be based upon information presented in resume only. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating its U.S. equivalency prior to the closing date. Failure to do so will result in your ineligibility.

The New Jersey Department of State is an Equal Opportunity Employer