



NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

POSTING #: 2026 - 055 - S	ISSUE DATE: April 30, 2026	CLOSING DATE: May 7, 2026
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TITLE: Government Representative 3	OPEN TO: State Wide (all Departments/State Employees)
FUNCTIONAL TITLE: Executive Assistant to the Chief Innovation Officer	TITLE CODE: 54460 RANGE: X 98
DIVISION: New Jersey Innovation Authority	WORKWEEK: NL (35 hours)
LOCATION: 33 West State Street, Trenton NJ	SALARY: \$106,090.00 APPOINTMENT TYPE: Unclassified

JOB DESCRIPTION

The New Jersey Innovation Authority (NJIA) is looking for diverse and experienced team members to deploy world-class innovative and digital services that solve pressing public interest challenges for the people of New Jersey. Our work spans numerous issue and policy areas, and is focused on making an impact in the lives of the New Jerseyans that we serve. Our work has decreased the amount of time it takes to apply for Unemployment Insurance, made it easier to start, operate, and grow a business in the Garden State, and connected millions of New Jerseyans to government programs, services, and benefits. To learn more about the New Jersey Innovation Authority, read our [impact report](#) and visit our [About Us](#) page.

We are seeking a highly organized, detail-oriented, and proactive Executive Assistant to support the New Jersey State Chief Innovation Officer, Dave Cole, who leads NJIA. As a key member of our executive and operations team, you will play a crucial role in facilitating the Chief Innovation Officer's workflow, managing schedules, coordinating with various stakeholders, and ensuring that the Authority runs smoothly and efficiently. In this role, you will gain the opportunity to work directly with the Authority leadership team to help advance the Authority's mission and objective to directly impact the lives of New Jerseyans. This role will report directly to the Chief Innovation Officer, and collaborate closely with his leadership team. As a part of the team, your responsibilities will include:

Executive support to the Chief Innovation Officer

- Manage the day-to-day schedule of the Chief Innovation Officer. This includes tasks like: scheduling meetings and managing calendars, meeting preparation, note taking and documentation, travel/logistical arrangements, and coordination with other agency leadership teams and across the Innovation Authority.

Communication, engagement and collaboration

- Work closely with the Chief Innovation Officer and Chief of Staff to facilitate internal and external communications on behalf of the Chief Innovation Officer, ensuring timely and accurate dissemination of information, follow up, and execution, while maintaining credibility, trust, and support.

Execution of special projects and doing what's needed for the team

- Manage special projects to keep our team organized, improve the effectiveness of internal processes, and track program impacts.
- Serve as a primary point of contact on matters related to the Innovation Authority's physical office space and in-office operations.
- Execute additional duties and responsibilities to advance the Innovation Authority's mission and work.

The standard workweek is Monday through Friday. This position **may** be eligible to participate in the Department's telework program, which allows eligible employees to work remotely for up to two (2) days per week, as approved by management. The position offers a comprehensive benefits package including medical, prescription drug, and dental coverage, benefit leave, paid holidays, Pension, supplemental pension plan options, and tax saving programs. For more information regarding the New Jersey State Health Benefits Program (SHBP) and Public Employees' Retirement System of New Jersey (PERS) plan offerings, eligibility requirements, and enrollment, please visit the New Jersey Division of Pensions and Benefits website at <https://www.nj.gov/treasury/pensions/>. Please refer to the **Active Employees** section on the home page.



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POSITION REQUIREMENTS

- Education:** Graduation from an accredited college or university with a bachelor's degree.
- Experience:** Three (3) years' experience in a program related role supporting an executive leader in a government environment, two (2) years of which shall have been in support of digital implementation and service delivery.
- License:** Appointee will be required to possess a driver's license valid in New Jersey in order to perform the essential duties of the position.

GENERAL INFORMATION

- Vacancy Notice:** This is not a promotional announcement. Appointment(s) resulting from this posting will be made in accordance with Civil Service Commission rules and regulations.
- Foreign Degrees:** Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated for accreditation by a reputable evaluation service at your expense and must be included in your application submission by the closing date.
- NJ SAME Program:** In accordance with P.L. 2021, c.465 and P.L. 2021, c.466, the **State as a Model Employer of People with Disabilities (SAME) program** allows qualified individuals with a significant disability to apply for non-competitive and unclassified positions through a fast track hiring process. If you are applying under the "NJ SAME Program", your supporting documents (Schedule A or B letter), must be included in your application submission by the closing date. Reasonable accommodations will be made for qualified candidates with disabilities upon request. For more information, call (609) 292-4144, option 3; email CSC-SAME@csc.nj.gov or visit <https://nj.gov/csc/same/overview/index.shtml>.
- Residency:** In accordance with the New Jersey First Act, P.L. 2011, c.70, requires all employees to reside in the State of New Jersey, unless otherwise exempted under the law. If you do not live in New Jersey, you have one year from the date of appointment to relocate and maintain residence in New Jersey. For more information, visit: <https://nj.gov/labor/lwdhome/njfirst/NJFirst.html>.
- Work Authorization:** Selected candidates must be authorized to work within the United States in accordance with United States Citizenship and Immigration Services and the Department of Homeland Security regulations. The State of New Jersey does not permit nor provide sponsorships. Individuals on student visas such as F1, J1, CPT, OPT, CPT, and H1B visas are not eligible for employment.

INSTRUCTIONS TO APPLY

Submissions must be received timely to the email address listed below in order to be considered. Failure to submit all required documents may result in an ineligibility determination. Interviews will be granted on the basis of the resume.

If you are qualified, please submit the documents listed below by 5:00 p.m. on May 7, 2026:

- Cover letter/Letter of interest
- Resume
- Proof of degree (unofficial transcript reflecting the date the degree was awarded or copy of diploma)

Treasury Employment Recruiter

Email address: EmploymentRecruiter@treas.nj.gov

(Please list the "2026- 055 - S - Executive Assistant to the Chief Innovation Officer" in the Subject Line)

THIS POSTING IS AUTHORIZED BY:

Antoinette Sargent/sd
Antoinette Sargent, Human Resource Officer

The State of New Jersey is an Equal Opportunity Employer