



NEW JERSEY DEPARTMENT OF AGRICULTURE
200 RIVERVIEW PLAZA
P.O. BOX 330
TRENTON, NJ 08625-0862



NOTICE OF JOB VACANCY

TITLE: TES Food Export Assistant (Temporary Employment Services) (Limited to 944 hours per fiscal year)	ANNOUNCEMENT #: 43-24 *REVISED*	ISSUE DATE: 6/4/2024 CLOSING DATE: 7/22/2024*
SALARY RANGE: \$15.13 per hour	<input type="checkbox"/> DEPARTMENT WIDE <input type="checkbox"/> STATEWIDE <input checked="" type="checkbox"/> GENERAL PUBLIC	
LOCATION: Division of Marketing & Development, Trenton, NJ Statewide Travel is Required		

JOB DESCRIPTION

The TES Food Export Assistant will support the NJ Department of Agriculture (NJDA), Division of Marketing and Development’s Food Export’s international marketing activities. Responsibilities include promoting and recruiting companies for international marketing events, collecting and disseminating information for newsletters and marketing materials, holding discussions with companies about export opportunities, attending industry events to build relationships, updating databases, collecting evaluations, generating success stories, and participating in training activities. Additionally, the TES Food Export Assistant will be responsible for important tasks that directly impact on the success of NJDA and Food Export’s international marketing initiatives. The TES Food Export Assistant will work directly with exporting agribusinesses, providing essential assistance and information on available exporter resources, and expected to utilize office technology to efficiently perform assigned work.

The TES Food Export Assistant will work Monday through Friday, with a flexible schedule with the opportunity to work up to 30 hours per week from approximately July to August and up to 15 hours per week from September to December. The exact hours will be determined based on the candidate’s availability and the needs of the division.

NOTE: The approximate duration of this position is 3-6 months.

REQUIREMENTS

EXPERIENCE: Must be a student enrolled in a degree program. Must be a U.S. citizen or have a visa that permits the individual to work. Seeking a background in international business, Marketing, Agriculture Business or a similar major/field, proficiency with MS Office and other computer systems, strong time management and organizational skills, verbal and writing skills, and the ability to work independently. Some in-state travel may be required to fulfill job assignments (with ability to submit for mileage reimbursement).

FOREIGN DEGREES: Degrees and/or transcripts issued by a college of university outside of the United States must be evaluated by a reputable evaluation service at your expense. The evaluation must be included with your submission and failure to submit the required evaluation may result in an ineligibility determination.

LICENSE: Appointee will be required to possess a driver's license valid in the State of New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

AUTHORIZATION TO WORK: Appointee must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship, and Immigration Services regulations.

NOTE: The State of New Jersey does not provide sponsorships for permanent residency to the United States or work visa.

IMPORTANT NOTICE

Effective September 1, 2011, NJ PL 70 (NJ First Act), requires all State employees must 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 seven 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 an exemption is obtained. Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment.

ELECTRONIC FILING INSTRUCTIONS

Interested applicants must email a cover letter, including the announcement number, resume, and transcripts by the closing date of this Notice of Job Vacancy to njdajobs@ag.nj.gov.

SAME PROGRAM INFORMATION

The SAME program allows candidates, who identify as having a significant disability, to apply for non-competitive and unclassified positions through a fast track hiring process. For more information about the SAME program and the Fast Track Hiring program, please visit <https://nj.gov/csc/same/overview/index.shtml>, CSC-Same@csc.nj.gov, or call (609) 292-4144, option 3.

NJ SAME Program applicants must email a cover letter, including the announcement number, resume, transcripts, and a signed and approved copy of SAME Program eligibility documentation (Schedule A Letter or Schedule B Letter), by the closing date of this Notice of Job Vacancy to njdajobs@ag.nj.gov.

The New Jersey Department of Agriculture is an Equal Employment Opportunity Employer