

NEW JERSEY DEPARTMENT OF CORRECTIONS
WHITTLESEY ROAD
P.O. BOX 863
TRENTON, NJ 08625

NOTICE OF JOB VACANCY

TITLE: Hairstylist – Part-Time (Weekdays) Up to 18 hours per week	SALARY RANGE: \$30.00/hour	POSTING NO.: 361-25	ISSUE DATE: 10/17/2025 CLOSING DATE: 10/31/2025
LOCATION: Edna Mahan Correctional Facility for Women, Educational Services – Union Twp., NJ		CLASS OF SERVICE: TES	
THIS POSTING IS <u>ONLY</u> OPEN TO THE FOLLOWING: ☐ Current Department of Corrections 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			
Under the direction of a supervisory official in a hospital or institution, supervises and performs cosmetology-hairstyling services for patients, residents and/or incarcerated persons in the shop, parlor, or in the wards and cottages; does other related duties as required.			
REQUIREMENTS			
EXPERIENCE: One (1) year of experience performing cosmetology-hairstyling work.			
LICENSE: Possession of a valid license as a Cosmetologist-Hairstylist, issued by the New Jersey Board of Cosmetology and Hairstyling.			
BENEFIT(S)* *Pursuant to the State/Department's policy, procedures and/or guidelines.			
Joining the second largest department in the State of New Jersey offers many benefits to acknowledge the hard work, dedication and leadership of staff members. Statewide benefits include: • Alternate Work Week available for some positions • Telework available for some positions • Deferred Compensation • Paid Time Off • 13 State Holidays • Health and Life Insurance • Pet Insurance available through certain plans • Flexible and Health Savings Accounts (FSA)/(HSA) • Tuition Reimbursement • Public Student Loan Forgiveness (PSLF) • Up to \$250 in rewards for exercising • Gym membership discounts • Diversity & Inclusion events • Workplace security, health and safety • Incarcerated Person empowerment and rehabilitation			
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, visit the CSC Website at: https://nj.gov/csc/same/overview/index.shtml , email: SAME@csc.nj.gov or please click here . If you have any questions, please email, or call the contact as indicated on the job vacancy announcement. If you are applying under the NJ "SAME" program, your supporting documents must be submitted along with your resume by the closing date indicated above.			
APPLICATION INSTRUCTIONS			
Please include resume. Posting title and number must be included in the subject line of your email. All attachments must be sent in PDF or word format only. Additionally, you must provide your email address. To be considered, responses must be postmarked no later than closing date.			
Emailed resumes are to be sent only to:		DOC_OHR-Region4@doc.nj.gov	
Forward Response To:		Megan Cardinale Region 4 Personnel Services Edna Mahan Correctional Facility for Women 30 County Road 513 Clinton, NJ 08809	

DEDICATION

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HONOR

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INTEGRITY