

**NEW JERSEY DEPARTMENT OF STATE
P.O. BOX 459 TRENTON, NJ 08625**

**NOTICE OF JOB VACANCY
(PENDING APPROVAL)**

****This is a repost of a vacancy announcement; previous applicants need not reapply.**

ISSUE DATE: February 21, 2020

CLOSING DATE: March 6, 2020

OPEN TO: () DOS EMPLOYEES
() STATEWIDE (STATE EMPLOYEES ONLY)
(X) GENERAL PUBLIC

DIVISION: Historical Commission

SALARY: \$75,000.00

TITLE: Government Representative 2 (Unclassified)

POSTING # STA-2019-019

DEFINITION: Under the direction of the Executive Director of the New Jersey Historical Commission, New Jersey Department of State, plans and is responsible for implementation of research programs, scholarly programs, grant-in-aide programs, and other related programs of the Commission; does other related duties as required.

DUTIES SPECIFIC TO THE POSITION: Identify New Jersey history programs and initiatives that meet the mission and goals of the New Jersey Historical Commission, particularly in reference to advancing public knowledge of the history of African Americans in this state. Conduct outreach to New Jersey organizations and individuals to raise awareness of the importance and relevance of state history and respond to inquiries regarding state history. Plan and implement designated New Jersey history programs including but not limited to scholarly research, publications, conferences, special events, social media campaigns, digital publications, teaching resources, oral history and other collections, and workshops.

REQUIREMENTS:

EDUCATION: A Master's degree in a history-related field such as History, Archeology, Women's studies, American studies, African Studies, Hispanic Studies, African American studies, Latin American studies, Public History, or Museum Studies.

NOTE: All college degrees (both U.S. and non-U.S.) and/or transcripts from a college or university must already be evaluated for accreditation by the closing date of the posting. Transcripts (if required) must be submitted with your resume. Failure to comply with these requirements may result in ineligibility)

EXPERIENCE: Three (3) years of experience in historical education, museum administration, curatorial responsibilities, or researching, writing and/or editing historical information.

NOTE: Preference will be given to candidates with relevant experience in African American history.

NOTE: A Ph.D. in a history-related field may be substituted for two (2) years of experience

LICENSE: Appointees 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 essential duties of the position.

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.

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.

OPEN TO: Open to anyone who meets the requirements listed above.

APPLICANT INFORMATION: Applicants should submit a cover letter with announcement number, resume, employment application (employment application can be found here) <https://www.nj.gov/state/assets/pdf/employment/hr-application.pdf> and college transcripts by the closing date to Employment.Recruiter@sos.nj.gov

*Responses received after the closing date may be considered if the position is not filled.

The New Jersey Department of State is an Equal Opportunity Employer