

**NOTICE OF VACANCY**  
**State of New Jersey**  
**Higher Education Student Assistance Authority**  
**Quakerbridge Plaza**  
**Trenton, NJ 08625**

**ISSUE DATE:** November 12, 2021      **CLOSING DATE FOR**  
**ACCEPTING RESUMES:** December 3, 2021

**TITLE:** Personnel Trainee  
Office of Human Resources (Non-Competitive)  
**SALARY:** \$46,646.55-\$48,767.10 (Y95)

**LOCATION:** Higher Education Student Assistance Authority  
Quakerbridge Plaza  
Trenton, NJ 08625

**SPECIFIC TO THE POSITION:**

The selected candidate will be trained in all aspects of Human Resources policies and practices including state systems, interviewing, classification, personnel forms and correspondence and position descriptions, payroll, pensions/benefits and procedures for processing leaves of absence.

**DEFINITION:**

Under the direction of a supervisory officer in a State department, institution, or agency, as a trainee and productive worker, receives on-the-job training in government personnel practices and procedures and their application and does work which will provide practical personnel experience; does related work.

**REQUIREMENTS:**

**EDUCATION:**

Graduation from an accredited college or university with a Bachelor's degree.

**ADVANCEMENT:**

Appointees who successfully complete the 12-month training period will be eligible for advancement to one of the following titles under Civil Service Commission procedures: Personnel Assistant 4, Personnel Assistant 4 Employee Relations, and Human Resource Consultant 1.

The inability of an employee in this title to attain a level of performance warranting advancement to a title listed above shall be considered cause for separation.

**Residency Requirement:** 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.

**NOTE: This posting may result in personnel actions which will require final approval by HESAA and the Civil Service Commission.**

**INTERESTED CANDIDATES SHOULD EMAIL A COVER LETTER (REFERRING TO POSITION TITLE) AND RESUME TO [HR@HESAA.ORG](mailto:HR@HESAA.ORG)**