



State of New Jersey

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GOVERNOR

OFFICE OF THE SECRETARY OF HIGHER EDUCATION
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ROCHELLE R. HENDRICKS
SECRETARY OF HIGHER EDUCATION

ANTICIPATED JOB VACANCY Statewide

Issue Date: September 12, 2016 **Closing Date:** September 26, 2016
Title: Assistant Director, Special Projects **Range:** MD28
Reference #: OSHE-2016-002 **Position #:** 012784
No. of Vacancies: 1 (one) **Salary:** \$60,254.33 - \$84,366.17
Location: Office of the Secretary of Higher Education, Special Projects, Trenton, NJ

DESCRIPTION

Under the direction of the Secretary of Higher Education, assists the Secretary in the development and implementation of the expanded student success initiative and other special projects associated with the Office of the Secretary of Higher Education (OSHE). Evaluates student-focused programs; issues reports to promote improvement, expansion and/replication; conducts research and promotes exemplary programs. Maintains and expands public-private partnerships. Drafts articles, and promotes the advancement of new initiatives. Collaborates with other OSHE offices to ensure cohesion between the state's student success initiatives and Educational Opportunity Fund and GearUp and other state agencies. Serves as surrogate for the Secretary and performs other responsibilities as assigned.

REQUIREMENTS

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

Experience: Three (3) years of experience in policy development and implementation with at least one (1) year of experience in research design and statistics. Substantive knowledge of the Colleges and Universities in New Jersey. Strong writing skills and promotional abilities needed.

NOTE: Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis.

NOTE: A Master's degree in Public Policy, Public Administration, Business Administration, Management or other closely related field may be substituted for one (1) year of experience.

RESIDENCY: In accordance with the New Jersey First Act P.L. 2011 c.70, effective September 1, 2011, new employees are required to obtain New Jersey Residency within one (1) year of employment.

Interested applicants that meet the requirements listed above should send a cover letter and resume to:

humanresources@oshe.nj.gov

or

Office of the Secretary of Higher Education
Attn: Donna Fletcher-Lugo, Executive Assistant
20 West State Street, PO Box 542
Trenton, NJ 08625-0542

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