



To: Institutions of Higher Education
From: Office of the Secretary of Higher Education
Date: October 26, 2022
Subject: OSHE Job Openings, Fellowships, and Internships

The Office of the Secretary of Higher Education (OSHE) is seeking three new employees to support key agency initiatives in the following roles:

- [Director of Administrative Services](#): Seeking an ambitious and resourceful candidate to lead the recruitment and professional development of agency talent, ensure understanding of benefits, and advise the agency's executive team on all matters relating to human resources, such as pensions and benefits, policies, procedures and practices, and professional development opportunities. In addition, the Director will serve as the Ethics Liaison Officer and will be responsible for the facilities and operations associated with OSHE. This position will report to the Chief of Staff. **The deadline to apply is November 16, 2022.**
- [Administrative Assistant 2](#): This position will assist the Chief of Staff, Assistant Secretary/CFO, and Director of Administrative Services with the day-to-day operations of the central office. The Administrative Assistant will assist in the preparation of paperwork and processes for the central office, including but not limited to, budget/finance, research, personnel, payroll, ethics facilities and technology, and purchase and inventory of agency supplies. This position will report to the Director of Administrative Services. **The deadline to apply is November 16, 2022.**
- [Administrative Assistant 2 \(Academic & Student Support Programs\)](#): This position will assist in aiding the Educational Opportunity Fund (EOF) and Gaining Early Awareness and Readiness for Undergraduate Programs (GEAR UP) division directors by providing administrative support services, as well as support the Assistant Secretary for Academic and Student Support Programs with administrative and clerical work.. **The deadline to apply is November 18, 2022.**

All applications must include a cover letter, resume, three references, job posting reference number, a daytime phone number, and email address. *Applicants will be automatically disqualified if the requested information is not included or if the deadline is not honored.*

Additionally, OSHE is accepting applications for paid [Graduate Fellowships](#) and [Undergraduate Internships](#). Fellows and interns gain a perspective on postsecondary education policymaking and statewide government affairs. Selected candidates will provide support to the following areas: Policy, Communications, Legislation, Licensure, Student Support, Finance, Research, Human

Resources, and general administration. The priority application deadlines are as follows; however, we are accepting rolling applications throughout the year:

- For priority consideration for spring 2023 fellowships, please apply **by October 21, 2022.**
- For priority consideration for summer 2023 fellowships, please apply **by March 10, 2023.**

Please share these employment opportunities with all relevant offices and individuals on your campuses.