



## State of New Jersey

OFFICE OF THE SECRETARY OF HIGHER EDUCATION

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### **POSTING: Graduate Fellowship Positions Available**

The State of New Jersey, Office of the Secretary of Higher Education seeks graduate fellows to conduct research, policy analysis, and assist with other special projects as needed. Fellows will be responsible for writing internal policy memos, analyzing pending legislation and policy proposals, and coordinating outreach to colleges and universities.

The Graduate Fellowship presents a unique opportunity to have a close view of policymaking for postsecondary education at an exciting time in the State's future, with a new administration focused on higher education as a central theme of economic success.

Interested candidates must have excellent writing skills, experience in conducting qualitative or quantitative policy research, and an interest in higher education policy. Familiarity with New Jersey institutions and policy organizations is preferred.

Fellows will be expected to adapt to changing needs and work in a fast-paced environment, managing multiple demands on their time. Duties will include both long-term projects, as well as quick-turnaround deliverables.

The Graduate Fellowship is unpaid. The Office of the Secretary of Higher Education will work with academic programs to provide credit for the fellowship.

#### **Fellowship Dates:**

May 20<sup>th</sup> to August 10<sup>th</sup>; part-time and full-time opportunities are available.

#### **Application process:**

Please send a resume and cover letter expressing interest and qualifications to: [humanresources@oshe.nj.gov](mailto:humanresources@oshe.nj.gov)

**Application deadline:** April 20, 2018