



State of New Jersey

OFFICE OF THE SECRETARY OF HIGHER EDUCATION

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ZAKIYA SMITH ELLIS, ED.D.
ACTING SECRETARY

ANTICIPATED JOB VACANCY

Statewide

Issue Date:	May 4, 2018	Closing Date:	May 17, 2018
Title:	Special Assistant	Range:	X98
Reference #:	OSHE-2018-003	Position #:	TBD
No. of Vacancies:	1 (one)	Salary:	\$41,000 - \$52,000
Location:	Office of the Secretary of Higher Education, Trenton, NJ		

DESCRIPTION:

The Special Assistant to the Secretary of Higher Education will play a key role in a fast-paced, quickly evolving Office with new leadership. The Special Assistant will ensure the Secretary is appropriately staffed for all meetings and events, working closely with the OSHE team to develop briefing documents and summary memos. To further help the Secretary prepare for meetings and events, the Special Assistant will engage in policy research, legislative analysis, and communications tracking for the office. This staffer will be an important asset in planning for projects with high visibility across the office.

To be effective in the role, the Special Assistant must have excellent research, writing and time-management capabilities, and the ability to sift through a diverse assortment of information to convey the key points.

This role provides an exceptional opportunity to learn first-hand what it takes to lead and manage a government agency.

RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

- Managing the Secretary’s workflow and priorities by anticipating steps ahead and coordinating with the scheduler accordingly
- Preparing for and following up on internal and external meetings—this includes briefing the Secretary ahead of time and taking the lead on the memo process
- Keeping track of state, local, and federal news and trends in higher education and informing the Secretary, as necessary
- Tracking and summarizing legislative developments at the state level
- Support project management by assisting with information gathering, communicating and liaising with different parties, developing and monitoring plans, and keeping track of responsibilities
- Managing special projects assigned by the Secretary and leadership team

REQUIREMENTS: Bachelor's degree required. Graduate degree in social work, public policy, law or other related field preferred.

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
Director, Executive Services
1 John Fitch Plaza, PO Box 542
Trenton, NJ 08625

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