



STATE OF NEW JERSEY  
OFFICE OF THE SECRETARY OF  
HIGHER EDUCATION  
1 JOHN FITCH PLAZA  
P.O. BOX 542  
TRENTON, NJ 08625-0542



NOTICE OF JOB VACANCY

Reference #:	OSHE-2025-030	Issue Date:	12/5/25	Closing Date:	12/26/25
Title:	Administrative Consultant-Career Accelerator Internship Grant Program	Range/Title Code:	N/A	Salary Range:	\$35/hour <b>Grant Funded</b>
Location:	Office of the Secretary of Higher Education, Trenton, NJ	Position #:	N/A	# of Vacancies:	1

**NOTE:** An application must include a cover letter, resume, three references, the reference number, a daytime phone number, and email address and be received no later than the due date. You will automatically be disqualified for the position if the requested information is not included.

**About the Office of the Secretary of Higher Education (OSHE)**

*"Every New Jersey, regardless of life circumstances, should have the opportunity to obtain a high-quality credential that prepares them for life after college."* Achieving this student-centered vision for higher education in New Jersey is the overriding mission of the Office of the Secretary of Higher Education (OSHE). The Secretary of Higher Education advises the Governor on higher education initiatives and proposed legislation. OSHE reviews requests for State support from institutions and communicates with higher education leaders, faculty, and students across the state under the direction of the Secretary. OSHE released the [state plan for higher education](#) in March 2019 and coordinates its implementation. OSHE is a fast-paced and entrepreneurial agency that strives to make the state's vision for higher education a reality.

**Job Description:**

The Office of the Secretary of Higher Education (OSHE) seeks an ambitious, student-focused advocate who is interested in supporting the statewide internship program connecting students to paid experiential learning opportunities. Experiential learning opportunities, such as internships, fellowships, postdoctoral programs and co-ops, enable students to step outside the classroom and gain hands-on, meaningful exposure in the workplace. The Consultant will assist with the administration of the grant and ensure a successful and sustainable internship program for New Jersey college students and residents.

Under the direction of the Internship Program Manager, the Consultant will play a crucial role in streamlining the programmatic needs, including documentation, addressing queries, and enhancing overall processes.

*This is a grant-funded position expected to continue through December 2026.*

**Responsibilities**

**Documentation:**

- Assist in the review and update of program documentation, including guidelines, procedures, and instructional materials.
- Ensure all documentation is clear, concise, and compliant with organizational standards.

**Process Improvement:**

- Identify areas for process optimization within the internship program.
- Develop and implement strategies to streamline program workflows and enhance efficiency.

**Query Management:**

- Address and resolve inquiries from interns, employers, and other stakeholders in a timely and professional manner.
- Maintain a database of frequently asked questions (FAQs) and provide regular updates.

**Program Support:**

- Assist in the coordination of program activities, including but not limited to application reviews, interview processes, and onboarding sessions.
- Support the Internship Program Manager in special projects and initiatives aimed at program enhancement.
- Assist with planning and facilitation of special events/activities appropriate to the internship program;

**Stakeholder Communication:**

- Facilitate communication between interns, employers, and internal teams to ensure smooth program operations.
- Prepare and distribute regular updates and reports on program progress and outcomes.
- Address and resolve inquiries from interns, employers, and other stakeholders in a timely and professional manner.
- Maintain a database of frequently asked questions (FAQs) and provide regular updates.

**Qualifications:**

- Proven experience in program management or a related consultancy role.
- Strong organizational skills with keen attention to detail.
- Excellent written and verbal communication skills.
- Proficiency in Microsoft Office Suite and familiarity with project management tools.
- Ability to work independently and as part of a team.
- Strong problem-solving skills and a proactive approach to identifying process improvements.

**Requirements:****EDUCATION:**

Applicants must meet one of the following or a combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience.

Five (5) years of professional experience in a business or government agency providing administrative support services and/or coordinating work activities.

OR

Possession of a bachelor's degree from an accredited college or university; and one (1) year of the above-mentioned professional experience.

NOTE: "Professional experience" refers to work that is analytical, evaluative, and interpretive; requires a range of basic knowledge of the profession's concepts and practices; and is performed with the authority to act and make accurate and informed decisions.

**EXPERIENCE:**

**RESUME NOTE:** Eligibility determinations will be based only upon the information presented on the resume along with other supporting documents. Applicants who possess a degree from a college or university outside the United States must provide an evaluation of the transcripts from a recognized evaluation service at the time of submission. Failure to do so may result in your ineligibility.

**LICENSE:** Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the position's essential duties.

**Residency Requirement:**

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.

Work Authorization: Applicants must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship and Immigration Services regulations. OSHE does not provide sponsorship or accept student OPT/CPT programs or F1 or H1B work authorization visas.

**TO APPLY for this position:**

Interested applicants that meet the requirements **must complete and return the Employment Application found here:**

<https://www.nj.gov/csc/about/publications/forms/pdf/DPF-663.pdf>

and **send a cover letter (with the reference number, a daytime phone number, and email address), resume, and three references to:**

[hr.oshe@oshe.nj.gov](mailto:hr.oshe@oshe.nj.gov)

or

Office of the Secretary of Higher Education

Attn: Patricia Lee

Director of Administrative Services

1 John Fitch Plaza, PO Box 542

Trenton, NJ 08625

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**The Office of the Secretary of Higher Education is an Equal Opportunity/Affirmative Action Employer committed to the Americans with Disabilities Act. The Office of the Secretary of Higher Education participates in the New Jersey State As A Model Employer of Individuals with Disabilities Program (SAME Program).**

**SAME APPLICANTS:** SAME APPLICANTS: If you are applying under the NJ "SAME" program, your supporting documents (Schedule A or B letter), must be submitted along with your resume by the closing date indicated above. For more information on the SAME Program visit their Website at: <https://nj.gov/csc/same/overview/index.shtml>, email: [CSC-SAME@csc.nj.gov](mailto:CSC-SAME@csc.nj.gov), or call CSC at (609) 292-4144, option 3.