



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-2022-021	Issue Date:	11/22/2022	Closing Date:	12/14/2022
Title:	Assistant Secretary (Assistant Commissioner), Academic and Student Support Programs	Range/Title Code:	M98/99985	Salary Range:	\$130,000-\$145,000
Location:	Office of the Secretary of Higher Education, Trenton, NJ	Position #:	012785	# of Vacancies:	1

NOTE: An application **must** include a cover letter, resume, 3 references, the reference number, a daytime phone number, 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 Jerseyan, 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 now coordinates its implementation. OSHE is a fast-paced and entrepreneurial agency that strives to make the state’s vision for higher education a reality.

OSHE is a values-based, mission-driven organization with an overarching goal focused on ensuring that every New Jerseyan, no matter their life circumstances, has the opportunity to attain a high-quality credential that prepares them for life.

Job Description:

The Assistant Secretary will lead statewide policy and program development related to access to higher education, student support, success, and opportunity, as well as oversee the agency’s hallmark student grant programs, including: the Educational Opportunity Fund (EOF); NJ Gaining Early Awareness and Readiness for Undergraduate Programs (GEAR UP); College Readiness Now (CRN); Governor’s School programs; the Community College Opportunity Grant (CCOG); the Career Accelerator Internship Grant Program (CAIGP); and oversight for the emerging OSHE mental health initiative.

As OSHE’s senior student success advocate, the Assistant Secretary will work closely with the Secretary and senior agency leaders on strategic student initiatives as they arise while directly supervising and driving innovation among the State’s academic and student support programs. Considering the largest historic investments in New Jersey higher education in decades, OSHE looks to strengthen and expand its academic and student support programs to assist in meeting the attainment goal of 65% of State residents obtaining a postsecondary credential by 2025.

Responsibilities Include, but are not limited to:

- Provide leadership and oversight over all agency academic and student support programs, including the expansion and enhancement of these programs while ensuring program synergy, coordination, and alignment among campus programs throughout the State.

- Provide strong and effective project management for CCOG, CRN, Governor's Schools and other programs that emerge in the future.
- Work closely with the Finance office to oversee all financial components, including but not limited to: grant agreements, budget modifications, initial and final budget submissions, state budget requests, and funding distribution methodologies.
- Work with the Research office on program surveys and data that inform critical decision-making related to funding, and evaluate and assess the efficacy of programs to determine the returns on State investments.
- Develop and implement a strategic plan to promote expansion, growth and sustainability of student support programs underscored by the State plan for higher education and the Governor's Office.
- Promote pathways and linkages between all student programs where feasible.
- Foster innovation in these programs to serve the students of today.
- Formulate procedural guidelines that clarify the roles and responsibilities of operating units under the Assistant Secretary's leadership.
- Monitor employees' productivity and provide regular and constructive feedback and coaching using the State's performance evaluation system.
- Other duties as assigned given that growth and expansion of portfolios of work are expected as higher education continues to evolve.

Qualifications:

- Evidence of advancing a missioned-based organizational structure dedicated to driving team results.
- Demonstrated strong and highly effective managerial and supervisory experience.
- Evidence of strategic thinking and organizational leadership.
- Evidence of preparing and managing statistical, financial, and other reports and presenting findings, conclusions and recommendations to management.
- Experience developing and expanding multi-site programs.
- Experience managing people in complex or small organizations.
- Knowledge of state and federal programs focused on providing financial assistance and support to students, both pre-college and in college.

Requirements:

Open to employees who meet the requirements below:

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree. Master's or terminal degree preferred.

EXPERIENCE: Six (6) years of managerial experience in academic and/or student support programs.

NOTE: Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

RESUME NOTE: Eligibility determinations will be based only upon 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 essential duties of the position.

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.

TO APPLY for this position:

Interested applicants that meet the requirements listed above should send a **cover letter (with the reference number, a daytime phone number and email address), resume, and three references 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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The Office of the Secretary of Higher Education is an Equal Opportunity/Affirmative Action Employer and committed to the Americans with Disabilities Act.