



State of New Jersey

OFFICE OF THE SECRETARY OF HIGHER EDUCATION

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PHILIP D. MURPHY
GOVERNOR

SHEILA Y. OLIVER
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ZAKIYA SMITH ELLIS, ED.D.
SECRETARY

AMENDED

Applicants who previously applied need not reapply

ANTICIPATED JOB VACANCY Statewide

Issue Date:	November 7, 2018	Closing Date:	December 10, 2018
Title:	EOF Assistant Director	Range:	TBD (unclassified)
Reference:	OSHE-2018-004	Position #:	TBD
No. of Vacancies:	1 (one)	Salary:	\$75,000 - \$90,000
Location:	Office of the Secretary of Higher Education, Trenton, New Jersey		

DESCRIPTION

The Office of the Secretary of Higher Education (OSHE) seeks an experienced higher education professional who can serve as the Assistant Director of the Educational Opportunity Fund (EOF). The EOF Assistant Director will report directly to the EOF Executive Director and will work collaboratively with the rest of the EOF team and OSHE agency to ensure that the mission and identified goals of the office are executed and achieved. The EOF Assistant Director participates in developing EOF statewide policy, reviewing and preparing EOF Board of Directors meeting materials, communicating with key stakeholders, serving as a liaison to a number of identified EOF campus programs and assisting the EOF Executive Director in the overall management and oversight of the EOF statewide program.

Key responsibilities of the position include, but are not limited to:

- Acting as the principal liaison to a portfolio of EOF campus site programs
- Serving as a resource to campus directors, college administrators, and various constituents about the EOF regulations and be prepared to explain the rules and guidelines with special attention to the program's mission, student eligibility, and program requirements
- Advising on the strategic planning for the statewide program and bring knowledge of the program's stakeholders, state demographics, public policy, and EOF's position within the state and national agenda for higher education to the discussion
- Interfacing with EOF's grant payments program via the New Jersey Financial Aid Management System (NJFAMS)

- Working collaboratively with the Executive Director and OSHE Chief Financial Officer to review the annual EOF appropriation and determine program expenditures and provide input in support of the annual state budget process
- Work collaboratively with finance staff to ensure program allocations are processed appropriately and in a timely manner
- Review EOF campus program annual reports and serve as lead in any identified statewide projects as directed by the EOF Executive Director
- Drafting various departmental documents, such as memos, reports, budget spreadsheets, and board materials
- Preparing and presenting workshops to brief campus program directors, the New Jersey Higher Education Student Assistance Authority (HESAA) staff, and related stakeholders
- Have an understanding of student population and the ability to guide institutional programs in applying best practices for student success

REQUIREMENTS:

Education: A Master's degree in Education or Higher Education Administration, Education or Higher Education Policy, Law, Business Management, or any related discipline.

Experience: Four (4) years of relevant working experience within higher education with at least one (1) year of experience in working on higher education program development and management, including experience managing program budgets. Candidate must possess strong interpersonal and oral presentation skills and must be able to operate efficiently and effectively in a high volume, time sensitive environment. Candidate must have strong writing skills and experience in developing various types of reports (annual reports, progress reports, etc.).

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

The Office of the Secretary of Higher Education

Attn: Donna Fletcher-Lugo

Director, Executive Services

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