



STATE OF NEW JERSEY
**OFFICE OF THE SECRETARY OF
 HIGHER EDUCATION**

1 JOHN FITCH PLAZA
 P.O. BOX 542
 TRENTON, NJ 08625-0542



AMENDED NOTICE OF JOB VACANCY

No need to reapply if you previously submitted an application.

Reference #:	OSHE-2022-016	Issue Date:	August 25, 2022	Closing Date:	December 8, 2022
Title:	Assistant Director	Range/Title Code:	X98/55013	Salary Range:	\$80,000-\$85,000
Location:	Office of the Secretary of Higher Education, Trenton, NJ	Position #:	012804	# 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.

Job 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) statewide program. Under the direction of the EOF Executive Director, the EOF Assistant Director will work collaboratively with the EOF team, Academic and Student Support Programs portfolio, and OSHE agency to ensure that the mission and identified goals of the office are executed and achieved.

The EOF Assistant Director must be able to interpret charts, graphs, applicable laws, policies, rules, and regulations for internal and external stakeholders while ensuring proper policy implementation and formulation. The Assistant Director must be able to assist with the development and management of various EOF databases, registration forms, program reports, and will serve as a liaison to EOF campus programs (currently there are 41 institutions and 71 EOF campus programs). The Assistant Director will also serve as the program lead for the facilitation and management of the EOF Undergraduate and Graduate grants, EOF Winter Session, and any identified EOF Central Initiatives. The EOF Assistant Director will also serve as the OSHE/EOF records retention liaison and as the principal lead for the development, review and processing of the EOF Annual Reports;

The EOF Assistant Director will also communicate with key stakeholders, represent the OSHE in all identified meetings, trainings, and presentations and will assist the EOF Executive Director in the overall management and day-to-day operations of the program.

Responsibilities Include, but are not limited to:

- Serve as the principal liaison to EOF campus site programs.
- Serve as program lead in the management of the EOF undergraduate and graduate payment process.
- Review EOF undergraduate discretionary appeals for assigned programs.
- Develop, review, and provide recommendations regarding EOF graduate grant applications.
- Review contracts, budgets, expenditure reports and EOF policies from program sites and work with campus staff to make corrections to the appropriate materials as necessary.
- Ensure all content on the various EOF webpages is up-to-date.
- Be fully knowledgeable of the EOF policies and regulations and possess the skill to interpret for program staff, campus administrators and the public (constituent relations) regarding statewide mission, student eligibility and program requirements.
- Prepare and present trainings and workshops.
- Conduct campus program visits for compliance reviews.
- Serves as the primary contact for Higher Education Student Assistance Authority (HESAA) for all notifications that are sent to New Jersey institutions as it relates to EOF. This includes, but is not limited to emails, letters, or other forms of communications that detail any changes, updates, or reminders related to HESAA's processing deadline of statewide awards, NJFAMS system updates, items related to student verification, and other important financial aid items.
- Collaborate with the OSHE Division of Finance, Research, and Accountability to review and analyze EOF financial documents, program data, and other information.
- Work with EOF staff to ensure that all EOF Annual Reports have been received and will serve as program lead in the data transfer and analysis of all submitted reports.
- Serve as program lead for the facilitation and management of the EOF Winter Session.
- Produce program event registrations, surveys and other types of electronic forms.
- Database development for, but not limited to, the EOF Graduate Achievement Award ceremony and EOF Student Achievement Award Nomination Form, and processes all award certificates.
- Serves as OSHE/EOF records retention liaison.
- Prepares letters, memos, instructions, transmittals, and other information to EOF Directors and other EOF support staff on behalf of the program.
- Adapt to new or current technology.

Qualifications:

Candidate must possess strong organizational, interpersonal, and oral presentation skills and must be able to operate independently, efficiently, and effectively in a high volume, time sensitive environment. Candidate must have strong writing and analytical skills with the ability to collect, organize, analyze and disseminate significant amounts of information with attention to detail and accuracy. Candidate must have strong working knowledge on how to use Microsoft Word, Excel, PowerPoint, Access, and Publisher.

Requirements:

Open to employees who meet the requirements below:

EDUCATION: A Bachelor's degree from an accredited college or university.

EXPERIENCE: Three (3) years of relevant working experience within higher education with at least one (1) year of experience in working on program development and support, including experience with data collection, analysis, fiscal management, and reporting.

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** by close of business on **December 8, 2022** 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.