



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
Consultant

Reference #:	OSHE-2024-018	Issue Date:	6/01/2024	Closing Date:	6/15/2024
Title:	Grants Specialist	Range/Title Code:	n/a	Salary Range:	\$78,000 - \$100,000
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, 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 New Jersey Office of the Secretary of Higher Education’s (OSHE) division of Finance, Research, and Accountability is responsible for the financial operations and compliance for the agency. OSHE works to implement major administration initiatives, manage grant programs, and develop higher education policy for the state of New Jersey. The agency seeks a Grants Specialist. This position is unclassified.

The primary role for this position is to provide grants management support to various programs administered by OSHE. These programs include federal and state grant funding of a variety of sizes, program goals and project impacts. The grants manager will liaise with institutional and other recipients to ensure program progress. This is a position where strong analytical and organizational skills are essential. The position will report to the Assistant Secretary/CFO.

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.

Responsibilities Include, but are not limited to:

- Ensure compliance with the rules and regulations administered by the grantor; oversee special audits along with the finance team when conducted by the grantor.
- Perform functions of financial administration and reporting to include, but not limited to: preparation and timely submission of grant applications and reports, development and adjustment of associated budgets,

coordination of budgeted funds, screening and processing requests for expenditures and ensuring the timely application for reimbursement from the state.

- Serve as a liaison with principals and other departments on issues regarding grants.
- Monitor interventions and programs funded by grants to ensure compliance with grantor guidelines.
- Assist in evaluating the fiscal and overall administration of grant programs under OSHE's purview.
- Assist in providing notifications and communications regarding grants to all stakeholders.
- Provide technical assistance including but not limited to providing technical workshops to grantees for each grant.
- Oversee timely submission of grant applications, grant agreements, budget transfers, reporting.
- Help in developing grant templates as needed
- Other duties, as assigned by the Secretary of Higher Education, Deputy Secretary, Chief of Staff and Assistant Secretary.

Qualifications:

- Demonstrated interpersonal and communication skills necessary to establish and maintain effective working relationships with fiscal staff and other agency staff and staff in other education agencies and at institutions of higher education.
- Knowledge of grant processes including accounting and financial reporting.
- Proficient in the use of financial management software including spreadsheets and databases, required.
- Ability to interpret complex grant funding requirements, submissions, and budget projections;
- Ability to interpret federal, state, and local government laws and regulations regarding grant administration;
- Ability to review the work of others to ensure conformance to standards;
- Ability to communicate effectively across a broad spectrum of staff, both orally and in writing required.
- Effective communication and presentation skills.

Requirements:

NOTE: 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.

Eight (8) years of professional accounting experience including two (2) years in the coordination of grant funding in a public or private organization and with automated cost accounting systems, including or supplemented by twenty-one (21) semester hour credits in accounting.

OR

Possession of a bachelor's degree from an accredited college or university, including or supplemented by twenty-one (21) semester-hour credits in professional accounting courses; and four (4) years of the above-mentioned professional experience, with two (2) years of experience in the coordination of grant funding in a public or private organization including experience with automated cost accounting systems.

OR

Possession of a valid Certificate as a certified Public Accountant issued by the New Jersey Board of Certified Public Accountants; and four (4) years of the above-mentioned professional experience, with two (2) years of experience in the coordination of grant funding in a public or private organization including experience with automated cost accounting systems.

NOTE: "Professional experience refers to work that is creative, analytical, evaluative, and interpretive; requires a range and depth of specialized knowledge of the profession's principles, concepts, theories, and practices; and is performed with the authority to act according to one's own judgement and make accurate and informed decisions.

LICENSE:

Appointee 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: 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).