NOTICE OF JOB VACANCY

Reference #: OSHE-2022-0013
Issue Date: July 5, 2022
Closing Date: July 27, 2022
Title: Internship Program Manager (Gov Rep 2)
Range/Title Code: X98/55013
Salary Range: $73,000-$83,000
Location: Office of the Secretary of Higher Education, Trenton, NJ
Position #: 658002
# 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 ambitious, student-focused advocate who is interested in expanding the statewide internship program connecting students to paid experiential learning opportunities. Experiential learning opportunities, such as internships, fellowships, post-doctoral programs and co-ops, enable students to step outside the classroom and get hands-on meaningful exposure in the workplace. The Program Manager will interface with employers and institutions of higher education to develop robust relationships that ensure a successful and durable internship program.

Under the direction of the Assistant Secretary for Academic and Student Support Programs, the Internship Program Manager will interface with employers and institutions of higher education to develop robust relationships that ensure a successful and durable internship program for New Jersey college students.

Responsibilities Include, but are not limited to:

Key responsibilities of this position will include:
- Lead the state-wide internship program and OSHE’s internship and fellows program including development of expected learning outcomes and work process flows for interactions with and between the major stakeholders;
- Manage day-to-day work related to the Career Accelerator Internship Grant Program portfolio to include financial management and reporting, budgeting, grant oversight, engage with relevant stakeholders and other state agencies, as appropriate;
- Attend internal and external meetings contributing to successful management of the internship program;
- Plan and facilitate convenings appropriate to the internship program;
- Liaise with employers and institutions of higher education to ensure the appropriate experiential learning opportunities are available to students;
• Track student/employer outcomes and draft quarterly reports based on those outcomes;
• Supervise undergraduate and graduate students and managing their workflows for the OSHE internship and fellows program.

The successful candidate must possess exceptional project management skills and operate effectively in a multi-tasking, time-sensitive environment. The candidate should have outstanding organizational ability, extensive experience in program management, working with grant programs, and employer relations. Skills in distilling and presenting complex information essential, and experience in social media outreach.

Requirements:
Open to employees of the State of New Jersey who are currently permanent in a professional title and who meet the requirements below:

EDUCATION: A Master’s degree in a related field.

EXPERIENCE: Three (3) years of relevant working 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.