



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-2022-017	Issue Date:	9/13/2022	Closing Date:	10/5/2022
Title:	Legislative Liaison	Range/Title Code:	X98/99981	Salary Range:	\$85,000-\$98,000
Location:	Office of the Secretary of Higher Education, Trenton, NJ	Position #:	104213	# 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 Legislative Liaison will work closely with the Secretary, Deputy Secretary, and other team members to oversee the office’s legislative portfolio, draft position memos, provide suggestions to increase regulatory and legislative efficiency, and will execute their work with a student-centered approach in mind. The Legislative Liaison will be a central part of the OSHE team, interacting regularly with the Governor’s Office, other cabinet agencies, State legislative offices, the congressional delegation, and other state, federal, and local government officials, in addition to other high-level external stakeholders. The ideal candidate will be proactive, organized, and strategic with an appreciation for collaborative processes and relationship-building.

OSHE works to implement major administration initiatives, manages grant programs, and develops higher education policy for the state of New Jersey. The agency seeks a Legislative Liaison to lead regulatory and legislative affairs on behalf of the agency.

Responsibilities Include, but are not limited to:

- Plan, organize, and actively maintain a comprehensive liaison with State Legislators, the U.S. Congressional delegation, and other government officials at the federal, state, county, and municipal level on legislative issues of a confidential nature, and on any other matter of interest related to department responsibilities.
- Monitor federal and state legislation related to higher education and prepare position memos that include possible implications for New Jersey stakeholders, specifically its impact on students.
- Coordinate with other OSHE staff to host internal legislative briefings, conduct research and gather legislative feedback, as well as to ensure compliance with new legislation signed by the Governor.

- Provide strategic advice to the Secretary on all legislative and regulatory matters.
- Liaise with other agencies' legislative staff and the Governor's office, as necessary, on collaborative projects and for information-sharing purposes.
- Respond to incoming requests from high level constituents and track progress of follow-up.
- Develop and coordinate legislative proposals in line with OSHE's policy priorities, working with other state agencies and legislative offices, as necessary, to ensure alignment.
- Represent OSHE on task forces and committees, as needed, to present the views and initiatives of the office.
- Serve as Administrative Practice Officer for OSHE, which includes monitoring regulatory expirations and implementing regulatory proposal and adoption processes.
- Handle administrative/clerical responsibilities related to the job.
- Other duties as assigned, as OSHE is a collaborative, fast-paced and evolving Agency.

Qualifications:

- Demonstration of impeccable organization and time management skills.
- Evidence of strategic thinking.
- Experience managing multiple, high-profile projects.
- Experience building and maintaining strong relationships with internal and external stakeholders.
- Evidence of superior oral and written communication skills and the ability to craft effective and appropriate correspondence quickly and in high stakes environments.
- Knowledge of issues around higher education.
- Ability to work in a high volume, time-sensitive environment.
- Experience working with the New Jersey State Legislature, and federal, state, and local government.
- Commitment to the state's higher education mission: Every New Jerseyan, regardless of life circumstances, should have the opportunity to obtain a high-quality credential that prepares them for life after college.

Requirements:

Open to employees who meet the requirements below:

EDUCATION: Graduation from an accredited college with a Bachelor's degree.

EXPERIENCE: Six (6) years of experience in intergovernmental affairs; higher education experience is a plus.

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.