



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**

<b>Reference #:</b>		OSHE-2026-010		<b>Title:</b>	Administrative Assistant 1- Student Access and Advancement	
<b># of Vacancies:</b>	1	<b>Position #:</b>	962286	<b>Range/Title Code:</b>	P24/59905	<b>Salary Range:</b> \$73,706.89- \$84,016.87
<b>Service Class:</b>	Unclassified		<b>Issue Date:</b>	4/7/2026	<b>Closing Date:</b>	4/21/2026

**Location:** Office of the Secretary of Higher Education, Trenton, NJ

**NOTE: An application must include a cover letter, resume, three references, the reference number, a daytime phone number, and 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 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:**

This position works within the Student Access and Advancement unit, reporting to the Assistant Secretary of Student Access and Advancement, and assisting the NJ Gaining Early Awareness and Readiness for Undergraduate Program (NJ GEAR UP) and the Educational Opportunity Fund (EOF) offices, in handling all identified secretarial and administrative responsibilities, sometimes of a confidential nature. The Administrative Assistant 1 will assist in performing various day-to-day functions of administrative and clerical work for the department and for the Assistant Secretary. The candidate will perform general duties such as drafting and sending correspondences, copying, scanning, shredding, assisting with the process of making bank deposits, management of staff calendars, data entry, and other administrative duties as assigned

**Responsibilities and Qualifications:**

<ul style="list-style-type: none"> <li>• Calendar management for the Assistant Secretary of Student Access and Advancement;</li> <li>• Planning, scheduling, and attending identified meetings and conferences, scheduling and coordinating meeting logistics; recording and drafting all appropriate meeting agendas, attendance and minutes, and sending post-meeting action summaries.</li> <li>• Assist with the collection, organization, and preparation of administrative and programmatic data to support internal reports, grant reporting, and program performance tracking.</li> <li>• Maintaining a liaison relationship with institutions of higher education and keeping organized administrative records and assisting with tracking program deadlines related to reporting, compliance, and institutional communications.</li> <li>• Drafting and mailing correspondence, once finalized, copies, scans, faxes, shreds, making bank deposits, data entries, etc.</li> <li>• Receiving and replying to all calls as requested, including tracking calls and follow-up as needed.</li> <li>• Contributing to office protocols and procedures, including coordination for developing and sharing effective work methods across the agency.</li> <li>• Handling offices services, such as visitors to the office, ordering supplies, filing, and mailing (including mass mailings),</li> <li>• Making necessary travel arrangements, etc.</li> </ul>	<p>The ideal candidate displays:</p> <ul style="list-style-type: none"> <li>• Evidence of superior written communication skills.</li> <li>• Excellent interpersonal skills.</li> <li>• Evidence of working in a team setting.</li> <li>• Outstanding organizational skills and attention to detail.</li> <li>• Superior time management skills with a proven ability to meet deadlines.</li> <li>• Ability to adapt to the needs of the agency and employees.</li> <li>• Ability to work in a high volume, time-sensitive environment.</li> <li>• Proficiency with Microsoft Office Suite and related software and the use of integrated information systems.</li> </ul>
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### Employee Benefits:

The Office of the Secretary of Higher Education provides many employee benefits, including but not limited to:

- Alternative Workweek Program\*
- Deferred Compensation
- Health, Dental and Life Insurance
- Flexible and Health Spending Accounts
- Pension
- Telework\*
- Public Service Loan Forgiveness
- Benefit Leave (Vacation, Sick, Administrative Leave)
- 13 Paid Holidays

\*Pursuant to Department policy, procedures and/or guidelines

### Requirements:

#### EDUCATION:

Six (6) years of professional experience in a business or government agency providing administrative support services and/or coordinating work activities.

"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 judgment and make accurate and informed decisions.

**OR**

**EDUCATION:** Possession of a bachelor's degree from an accredited college or university; and two (2) years of the above-mentioned professional experience.

**RESUME NOTE:** Eligibility determinations will be based only upon the 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 position's essential duties.

### 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.

Work Authorization: Applicants must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship and Immigration Services regulations. OSHE does not provide sponsorship or accept student OPT/CPT programs or F1 or H1B work authorization visas.

### TO APPLY for this position:

Interested applicants that meet the requirements **must complete and return the Employment Application found here:**  
<https://www.nj.gov/csc/about/publications/forms/pdf/DPF-663.pdf>

and **send a cover letter (with the reference number, a daytime phone number, and email address), resume, and three references to:**

[hr.oshe@oshe.nj.gov](mailto:hr.oshe@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).**

**SAME APPLICANTS:** SAME APPLICANTS: If you are applying under the NJ "SAME" program, your supporting documents (Schedule A or B letter), must be submitted along with your resume by the closing date indicated above. For more information on the SAME Program visit their Website at: <https://nj.gov/csc/same/overview/index.shtml>, email: [CSC-SAME@csc.nj.gov](mailto:CSC-SAME@csc.nj.gov), or call CSC at (609) 292-4144, option 3.