ANTICIPATED JOB VACANCY
Statewide

Issue Date: January 6, 2020  Closing Date: January 28, 2020
Title: Policy Analyst  Range: X98 (Unclassified)
Reference: OSHE-2020-001  Position #: 658003
No. of Vacancies: 1 (one)  Salary: $45,000-50,000
Location: Office of the Secretary of Higher Education, Trenton, New Jersey

DESCRIPTION
The Office of the Secretary of Higher Education (OSHE) is a fast-paced and entrepreneurial agency that strives to make the state’s vision for higher education a reality. The agency seeks a policy analyst to contribute to the policy agenda, helping to develop and implement initiatives to improve student outcomes in New Jersey.

The policy analyst will research and analyze potential policies and best practices to advance postsecondary education across the Garden State. The analyst will conduct policy research and support the implementation of key policies and programs in support of the overarching goal of increasing student success. The analyst would take responsibility for a portfolio of work primarily supporting two key areas of work related to the state plan for higher education: student success and safety and inclusion. Issues in this portfolio may include such areas of concern as developmental education reform, credit for prior learning, campus cybersecurity, Title IX compliance, reduction of campus sexual violence, and promotion of campus diversity and inclusion strategies.

RESPONSIBILITIES:
• Develop and conduct policy research and analysis related to trends and issues in higher education
• Create materials (memos, presentations, charts, etc.) to effectively communicate policy findings and recommendations to a variety of stakeholders
• Craft talking points for internal and external use to highlight policies and programs
• Support implementation and monitoring of the Office’s major initiatives
• Provide project management by assisting with information gathering, communicating and liaising with different parties for the policy team.
• Support the policy team with projects and meetings, including preparation and follow-up
• Represent the Office of the Secretary of Higher Education on task forces and committees, as needed, to present the views and initiatives of the office.
• Other duties as assigned, as OSHE is a collaborative, fast-paced and evolving Agency.
**REQUIREMENTS**

**Education:** A Bachelor’s degree in education, public policy, political science, economics, law or other closely related field.

**Experience**
- Strong writing skills and communication abilities needed
- Knowledge of New Jersey and/or New Jersey higher education ecosystem a plus
- Knowledge of higher education policy and/or operations a plus
- Demonstrated knowledge/experience in policy research, development and implementation
- Ability to work both independently and with teams to develop policy recommendations
- Skill in managing multiple projects while maintaining attention to detail and quality
- Commitment and passion to the higher education state plan vision of “Every New Jerseyan, regardless of life circumstances, should have the opportunity to obtain a high-quality credential.”

**RESIDENCY:** 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.

Interested applicants that meet the requirements listed above should send a cover letter and resume to:

humanresources@oshe.nj.gov

or

The 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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