



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-2026-018 |        | Title:            | Senior Director of Communications |               |                       |
| # of Vacancies: | 1 | Position #:   | 104278 | Range/Title Code: | &98 / 61452                       | Salary Range: | \$100,000 - \$120,000 |
| Service Class:  |   | Unclassified  |        | Issue Date:       | 9/9/2026                          | Closing Date: | 10/2/2026             |

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

**NOTE:** An application must include the reference number above, a cover letter, resume, three references, 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)**

The overriding mission of the Office of the Secretary of Higher Education (OSHE) is to ensure that every New Jersey resident, regardless of life circumstances, has the opportunity to obtain a high-quality degree or credential that prepares them for life after college. 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 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 seeks an experienced strategic communications professional to serve as Senior Director of Communications and lead communications, content, digital engagement and public storytelling functions. Reporting directly to the Secretary of Higher Education, the Senior Director works closely with senior leadership, programmatic divisions, the Governor's Office communications team, higher education institutions and external partners to further OSHE's strategic priorities and communicate the value and impact of higher education in New Jersey. The Senior Director will oversee and advance an established, multi-channel communications operation, ensuring the implementation of a comprehensive communications and public relations plan anchored by the agency's strategic priorities. This position is responsible for efficient and effective management and utilization of owned, earned and shared channels, as well as paid marketing programs when funding is available.

**Responsibilities and Qualifications:**

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| <ul style="list-style-type: none"><li>• Direct OSHE's communications strategy and priorities, working with senior leadership and programmatic teams to develop and implement communications plans that advance the agency's policy and programmatic goals and ensure consistent messaging across audiences and channels.</li><li>• Develop and oversee executive communications, talking points, speeches, testimony, and statements for the Secretary, while advising and preparing senior leaders for sensitive issues, media interviews, annual budget process, etc.</li><li>• Manage media relations and support internal teams leading public affairs to create proactive opportunities, press events, and timely responses to media inquiries and emerging issues, in coordination with the Governor's Office communications team and other State agencies.</li><li>• Implement integrated communications and public engagement campaigns across digital, social, web, email, media and other channels to advance OSHE's priorities.</li><li>• Develop and expand OSHE's student storytelling and success-story portfolio, cultivating a statewide network of communications partners and building on processes and opportunities to identify, develop, and share digital-first stories that demonstrate the impact of higher education on students, graduates, institutions, employers, and communities.</li></ul> | <p>The ideal candidate displays:</p> <ul style="list-style-type: none"><li>• Demonstrated experience leading strategic communications for a government agency, higher education institution, nonprofit or similarly complex organization.</li><li>• Strong writing and editing skills, with ability to translate complex policy, data and technical information into compelling stories and products for diverse audiences.</li><li>• Experience as a media spokesperson and providing communications counsel to senior leaders.</li><li>• Skilled at relationship building and identifying opportunities to collaborate with institutional, governmental, community, media, and other partners.</li><li>• Familiarity with using audience, web, and communications data to evaluate performance, establish goals, and inform proactive engagement strategies.</li><li>• Experience supervising, mentoring, and developing communications staff in a fast-paced environment.</li><li>• Strong project management skills and sound judgment, can comfortably operate at the strategic and tactical levels.</li><li>• Working knowledge of photography, videography, graphic design (Adobe Creative Suite, Canva); understanding of email marketing, web analytics and other digital tools a plus.</li><li>• Knowledge of New Jersey's higher education landscape preferred.</li></ul> |
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- Manage communications-related digital products and platforms, including web-based tools, overseeing product procurement, maintenance, and continuous improvement in partnership with internal teams and external providers.
- Supervise and develop an Assistant Director of Communications, managing the team's operations and establishing priorities and workflows to effectively carry out communications functions.
- Provide regular reporting updates on communication strategy and metrics to OSHE leadership, using metrics to inform strategy and continuous improvement.
- Additional duties as assigned.

### 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:** Bachelor's degree in communications, education, policy, business administration or other closely related field.

**EXPERIENCE:** Six (6) years of experience in journalism, communications, marketing, or public relations work with at least two (2) years in a supervisory capacity and at least one (1) year of experience in media affairs in a professional communications environment.

**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:** If you are applying under the NJ “SAME” program, you must submit any of the supporting documentation specified in N.J.S.A. 11A:7-13.3 along with your resume by the closing date indicated above. If you have questions, please email [hr.oshe@oshe.nj.gov](mailto:hr.oshe@oshe.nj.gov) or call 609-292-8052