



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-2025-029	Issue Date:	10/21/2025	Closing Date:	11/11/2025
Title:	Administrative Assistant 2- Student Access and Advancement (Unclassified)	Range/Title Code:	P21/59904	Salary Range:	\$64,340.11- \$73,256.59
Location:	Office of the Secretary of Higher Education, Trenton, NJ	Position #:	962286	# of Vacancies:	1

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 Jersey, 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 area and will report to the appropriate unit leader (or an identified designee), and assists the NJ Gaining Early Awareness and Readiness for Undergraduate Program (NJ GEAR UP), and the Educational Opportunity Fund (EOF) office, and the OSHE Internship Program staff in handling all identified secretarial and administrative responsibilities, sometimes of a confidential nature. The Administrative Assistant 2 will assist in performing various day-to-day functions of administrative and clerical work. The candidate will also maintain the appropriate liaison relationship with higher education institutions and internal offices in order to effectively respond to all inquiries (i.e. email, phone calls, letters, fax transmissions, etc.), and 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

Key responsibilities of this position will include:

- Maintaining the schedule of appointments, scheduling and coordinating meeting logistics, with a particular focus on internal team collaboration meetings
- Maintaining a liaison relationship with institutions of higher education and internal offices, responding to all inquiries (i.e. email, phone calls, letters, fax transmissions, etc.)
- Drafting and mailing correspondence, once finalized, copies, scans, faxes, shreds, makes bank deposits, data entries, etc.
- Planning, scheduling, and attending identified meetings and conferences, recording and drafting all appropriate meeting agendas, attendance and minutes, and send post-meeting action summaries.
- Handling offices services, such as visitors to the office, ordering supplies, filing, and mailing (including mass mailings), making any necessary travel arrangements, etc. Maintaining internal NJ GEAR UP and EOF contact and mailing distribution lists, program calendar of events/meetings, and calendar of program related deadlines.
- Send appropriate reminders to identified program and OSHE staff.
- Receiving and replying to all calls as requested, including tracking calls and follow-up as needed
- Maintaining files and developing a process to ensure the agency is following State protocols and records retention guidelines. This includes managing office files for the EOF, NJ GEAR UP, and the OSHE Internship Program.

- Contributing to office protocols and procedures, including coordination for developing and sharing out effective work methods across the agency.

Qualifications:

- Evidence of superior written communication skills.
- Excellent interpersonal skills.
- Evidence of working in a team setting.
- Outstanding organizational skills and attention to detail.
- Superior time management skills with a proven ability to meet deadlines.
- Ability to adapt to the needs of the agency and employees.
- Ability to work in a high volume, time-sensitive environment.
- Proficient with Microsoft Office Suite or related software and the use of integrated information systems.

Requirements:

Open to employees who meet the requirements below:

EXPERIENCE: 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

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 , or call CSC at (609) 292-4144, option 3.