



## **VACANCY ANNOUNCEMENT**

<b>POSTING #:</b> <b>2025-24</b>	<b>ISSUE DATE:</b> <b>4/15/2025</b>	<b>CLOSING DATE:</b> <b>5/2/2025</b>
<b>TITLE:</b> Program Associate, Student Assistance (Web Developer)	<b>TITLE CODE:</b> 80312	<b>RANGE:</b> P22
<b>UNIT:</b> Technology	<b>AVAILABLE VACANCIES:</b> 2	
<b>LOCATION:</b> Quakerbridge Plaza, Trenton, NJ	<b>SALARY RANGE:</b> \$62,836 to \$89,042	

### **JOB DESCRIPTION:**

Under the general direction of a supervisory officer in the New Jersey Higher Education Student Assistance Authority (HESAA) Technology Unit, the Program Associate, Student Assistance (Web Developer) is responsible for the development, implementation, and ongoing maintenance of both internal and external web platforms. This position plays a key role in supporting communication, workflow processes, and the timely dissemination of information related to student assistance programs.

### **Key Responsibilities:**

- Serve as the lead developer and designer for HESAA's public website ([www.hesaa.org](http://www.hesaa.org)) and internal SharePoint-based intranet.
- Manage and maintain Microsoft SharePoint environments, ensuring secure and reliable performance through ongoing server configuration and vulnerability assessments.
- Create, update, and monitor internal and external-facing content to ensure accuracy, accessibility, and usability, including compliance with ADA and user-centered design standards.
- Develop new program-specific content using Angular, Bootstrap, and related frameworks to support new financial aid initiatives while maintaining consistency with responsive design principles.
- Oversee website operations, including posting announcements, reviewing legal documents, and coordinating with graphic designers to ensure visuals are up-to-date and appropriately formatted.
- Monitor [www.hesaa.org](http://www.hesaa.org) for broken links, enhance audience navigation, and improve the overall user experience through site architecture and content updates.
- Develop digital forms and internal routing pathways to support streamlined workflow automation and user access.
- Develop and monitor digital forms and internal routing pathways to support the consistency and efficiency of HESAA's workflow processes.
- Ensure the intranet site remains a comprehensive resource hub for HESAA employees.
- Perform QA testing, deployment, and production support for web content and applications.
- Support internal stakeholders by communicating technical concepts in a clear, accessible manner.
- Perform other related duties as assigned.

**The Higher Education Student Assistance Authority is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff.**

## **POSITION REQUIREMENTS:**

### **Education:**

- Graduation from an accredited college or university with a Bachelor's degree in computer science, information technology, web development, digital media, software engineering, or a related field.
- Applicants who do not possess the required education may substitute experience as indicated on a year-for-year basis. One (1) year of applicable experience considered equivalent to one (1) academic year.

*Note: This substitution applies only to the education requirement. All applicants must **also** meet the minimum required relevant professional experience listed below.*

### **Required Experience:**

- At least two (2) years of professional experience in web development or digital system implementation in an enterprise or institutional setting.
- Experience must include work with Microsoft SharePoint, public websites, and other enterprise content management systems.

### **Knowledge and Abilities:**

- Excellent oral and written communication skills, with the ability to explain technical information to both technical and non-technical users.
- Strong attention to detail, exceptional listening skills, and the ability to manage multiple tasks under tight deadlines.
- Ability to work both independently and collaboratively in a fast-paced environment.
- Professionalism, discretion, and the ability to maintain confidentiality when working with sensitive information.

### **Preferred Technical Skills:**

- Proficiency in HTML, CSS, JavaScript, and responsive web design
- Experience with Angular, Bootstrap, React.js, or similar frameworks
- Familiarity with SharePoint site administration, development, and customization.
- Knowledge of MS SQL, C#, .NET, jQuery, TypeScript, or related technologies.
- Understanding of ADA compliance and user-centered design principles
- Experience with content management systems, QA testing, and web deployment workflows.
- Proficiency with Microsoft Office Suite and related administrative tools.
- Experience with ConvergePoint is a plus.

## **APPLICATION PROCESS:**

Interested candidates must e-mail [careers@hesaa.org](mailto:careers@hesaa.org) with **Job Posting #2025-24** referenced in the e-mail subject line. Applicants must include a cover letter and resume with their submission. If applying for multiple positions at HESAA, candidates must submit separate applications for each Vacancy Announcement, ensuring that the individual Job Posting Number is included in the subject line of each email.

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## **IMPORTANT NOTES:**

**Remote Work Eligibility:** This position may be eligible for up to two remote workdays per calendar week after completing a four (4) month in-office working period following the start date.

**SAME Applicants:** If applying under the NJ “SAME” program, you must submit supporting documents (Schedule A or B letter), along with your cover letter and resume by the closing date indicated above. For more information, visit the [SAME Program Website](#), email Civil Service Commission (CSC) at: [CSC-SAME@csc.nj.gov](mailto:CSC-SAME@csc.nj.gov), or call CSC at (609) 292-4144, option 3

**Foreign Degrees:** Degrees and transcripts issued by a college or university outside of the United States must be evaluated for accreditation by a reputable evaluation service at your expense. The evaluation must be included with your application submission. Failure to submit the required evaluation may result in an ineligibility determination.

**Residency Requirement:** Under N.J.S.A. 52:14-7, the “New Jersey First Act”, all new employees must reside in the State of New Jersey, unless exempted under the law. If you do not currently live in New Jersey, you have one year from your employment start date to relocate or secure to New Jersey, or secure an exemption. For more information, please visit: [Civil Service Commission | NJ First Act](#)

**Work Authorization:** Applicants must possess acceptable work authorization in accordance with United States Citizenship and Immigration Services (USCIS) and Department of Homeland Security (DHS) regulations. HESAA does not sponsor work status or accept student visas, including F1 or H1B work authorization visas.

**Driver’s License Requirement:** A valid New Jersey driver’s license is required only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

**Background Check:** All newly hired employees must agree to undergo a comprehensive background check.

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