



VACANCY ANNOUNCEMENT

POSTING #: 2024 - 05	ISSUE DATE: April 8, 2024	CLOSING DATE: April 19, 2024
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This position is subject to current promotional and hiring restrictions.

TITLE: Chief of Staff (Unclassified)	TITLE CODE: 59899	RANGE: X98
UNIT: Executive	AVAILABLE VACANCIES: 1	
LOCATION: Quakerbridge Plaza, Trenton, NJ	SALARY RANGE: Commensurate with experience	

JOB DESCRIPTION:

The Chief of Staff reports directly to and supports the Executive Director in ensuring the proper coordination of the activities and priorities of the major functional areas of the Authority. Responsible for the effective and efficient operations, budgeting, and planning for five (5) Authority Units under immediate supervision: Legal & Government Affairs; Information Technology; Policy & Project Management; Facilities & Maintenance; and Human Resources. The Chief of Staff is a strategic advisor to the Executive Director and a member of the Executive Unit, which provides executive leadership, management, and coordination of all aspects of the Authority, including policy development, operational excellence, budget and financial controls. As a key leader within the executive team, the Chief of Staff advances Authority-wide productivity and communication of shared objectives among all Units within the Authority.

Manages daily operations to ensure business continuity, adherence to the Authority's annual budget, conflict management, and compliance with state regulations. Supervises key Authority-wide initiatives from development to successful execution, makes recommendations for improvements to organizational processes and procedures for operational optimization. Oversees implementation of Authority-wide policy and procedures. Collaborates with interagency workgroups to facilitate Authority programmatic and operational goals.

Meets regularly with Unit leaders to ensure alignment of individual Unit goals with the Authority's organization-wide strategic goals and objectives in a timely and efficient manner. Review ongoing management activities within all Units and work closely with managers in improving workflow, resolving discrepancies, and making effective decisions. Provides recommendations and support with operational issues that may hinder achievement of deliverables.

Directs the Legal and Government Affairs Unit, which is responsible for all legal, regulatory and related policy issues as well as all legal aspects of Authority procurement practices; researching and interpreting the impact of proposed or existing State and Federal legislation on Authority programming; interfacing with the Offices of the Attorney General, Administrative Law and Legislative Services; serving as Chief Diversity, EEO and OPRA Officer, as well as the liaison to the Authority's Board and WTC Scholarship Board.

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

Directs the Information Technology Unit, which is responsible for the Authority's computer infrastructure, including, but not limited to network, mainframe, server, desktop, and print environments and business systems that interface and support other business units within the Authority; ensures implementation and enforcement of information security policies and procedures are compliant with applicable State and Federal requirements; confirms operational support to monitor for cybersecurity events, potential threats, vendor security patches and direct action as required.

Directs the Policy & Project Management Unit, which is responsible for implementing new initiatives and spearheading the development of new Authority programs related to saving for college, student financial aid grants and scholarships, and student loan redemption programs in collaboration with external stakeholders including the office of the Governor, legislators, State executive branch agency working groups, and consultants; enhances Authority-wide workflow to efficiently deploy new programs through clearly defined business requirements.

Directs Human Resources Unit, which is responsible for the recruitment, onboarding, retention and off-boarding of personnel, including developing staffing plans, in compliance with Civil Service Commission (Title 4A of the New Jersey Administrative Code), Office of Employee Relations rules and in collaboration with bargaining units; manages and enforces Authority-wide personnel policies and procedures, including the Telework pilot program; identifies staff training and career development opportunities; facilitates personnel initiatives including change-management and unit reorganization, as applicable.

Directs Facility & Maintenance Unit, which is responsible for providing a safe and secure workplace for all staff by maintaining conditions of all buildings, including individual work stations and common areas; maintaining physical security and emergency management procedures; coordinating various service vendors, furniture and supply inventory; assisting motor pool management, as applicable; manage relationship with Property Management Company.

Collaborates closely with the Governor's Office to ensure Authority communication is clear and aligned with the State higher education agenda. Serves as the Authority's liaison with sister agencies, elected officials, and external stakeholders.

Performs special functions or directs special projects. Remains abreast of trends in higher education and state policies that are relevant to the organization's mission. Represents the Executive Director at meetings and events, as required.

This position calls for a highly responsive and adaptable individual capable of juggling multiple projects with competing deadlines. Strong management skills and good judgment are required to keep tasks on schedule and to properly address time-sensitive interactions with the Governor's Office, legislators, and other key stakeholders.

POSITION REQUIREMENTS:

Education: Graduation from an accredited college with a bachelor's degree. An advanced degree in business, law, organizational leadership, or public administration is preferred.

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Required Experience: Seven years in a business or executive management role with proven experience organizing and directing multiple teams. Preference will be given to candidates who have worked as a senior-level operations leader. Highly motivated individual with thorough knowledge of project planning, management, and execution. Budget management experience, effective communication, and leadership skills are essential. Must be flexible, adaptable and willing to learn, as well as able to make decisions quickly, using sound judgment.

Must be a highly organized individual who multi-tasks and works well under deadlines in a fast-paced environment, is able to manage multiple programs and solve complex problems, and is results- and detail-oriented. Must have superior staff management skills, solid presentation skills, and excellent analytical skills. Must be a strong team player able to inform, educate, and influence the team to support goals and initiatives.

APPLICATION PROCESS:

Interested candidates must e-mail careers@hesaa.org with reference to Job Posting #2024-05 in the e-mail subject line and include a cover letter and resume. If you are applying for multiple positions at HESAA, you must submit separate applications in response to a Vacancy Announcement and reference the individual Job Posting Number in the e-mail subject line.

IMPORTANT NOTES:

SAME Applicants: Candidates applying under the New Jersey “SAME” program, must include a Schedule A or Schedule B letter with other supporting documents (resume, proof of degree, etc) by the closing date indicated above. For more information, please visit <https://nj.gov/csc/same/overview/index.shtml>, email: SAME@csc.nj.gov, or call CSC at (833) 691-0404.

Foreign Degrees: Degrees and/or 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: As of September 2010, in accordance with 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 live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey, or to secure an exemption. For more information, please visit: <https://nj.gov/labor/lwdhome/njfirst/NJFirst.html>.

Work Authorization: Applicants must possess acceptable work authorization in the United States in accordance with United States Citizenship and Immigration Services and Department of Homeland Security regulations. HESAA does not provide sponsorship or accept student visas, F1 or H1B work authorization visas.

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 essential duties of the position.

Background Check: Newly hired employees must agree to a thorough background check.

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