



## **VACANCY ANNOUNCEMENT**

<b>POSTING #:</b> <b>2025-01</b>	<b>ISSUE DATE:</b> <b>4/15/2025</b>	<b>CLOSING DATE:</b> <b>5/2/2025</b>
<b>TITLE:</b> Program Officer, Student Assistance (External Auditor)	<b>TITLE CODE:</b> 80204	<b>RANGE:</b> R24
<b>UNIT:</b> Audits & Quality Assurance	<b>AVAILABLE VACANCIES:</b> 1	
<b>LOCATION:</b> Quakerbridge Plaza, Trenton, NJ	<b>SALARY RANGE:</b> \$71,214 to \$101,098	

### **JOB DESCRIPTION:**

Under the supervision of the Chief Compliance officer and the Director of Audits and Quality Assurance, or other supervisory officer at the Higher Education Student Assistance Authority (HESAA), the Program Officer, Student Assistance (External Auditor) will be responsible for the completion of management reviews of New Jersey institutions of higher education (IHEs) that participate in state student assistance programs and technical analysis of data provided by the IHEs. The candidate will also interpret and administer program rules and regulations for student assistance programs in accordance with federal and state guidelines.

The role is responsible for process analysis and enhancements, as well as system updates, as new programs are introduced and for process improvement. Responsibilities also include reviewing system records, tracking accounts, developing reports, and utilizing electronic systems to support compliance and operational effectiveness.

The role will assist with the investigation of compliance matters, including coordinating external investigations. The role will support any resulting corrective actions, conduct ongoing testing of compliance with laws and regulations related to student lending and financial aid, and help prepare HESAA's Policies and Procedures pursuant to the New Jersey Administrative Code, federal and state regulations, and collective bargaining agreements.

Additional responsibilities may include other compliance audits of all HESAA operational, business, and administrative practices pursuant to applicable federal and State laws, executive orders, and ethics regulations; review and enhancement of system databases; user acceptance testing for new systems; amortization schedule testing; database report creation; and managerial, regulatory, and statistical report creation of review findings, conclusions, and recommendations.

This position is analytical and requires a focus on details along with the ability to look at a whole program with the purpose of identifying areas for improvement, program strengths and weaknesses, and solutions to problems.

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The role will work both independently and as a member of project teams for daily responsibilities and special projects and tasks as they arise, and will be required to report findings to management.

Performs other duties as assigned.

## **POSITION REQUIREMENTS:**

### **Education:**

- Graduation from an accredited college or university with a Bachelor's degree in an analytical field of study.
- 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 and Skills:**

Three (3) years of data analysis experience is required with applied knowledge of managerial audits, database programming and standard industry practices. Knowledge of federal, state, and local regulatory requirements.

The position requires:

- Exceptional analytical and problem-solving skills
- Understanding of internal controls, audit standards, and risk mitigation strategies
- Knowledge of amortization schedules
- Experience with databases, queries, and spreadsheet macro programming
- Experience with Excel, Access, SQL, and other database tools
- Experience creating reports in Business Objects or similar platforms to collect statistical information and other data
- User Acceptance Testing (UAT) of new or upgraded systems
- Experience in developing, managing, and documenting policies and procedures
- Strong written and verbal communication skills, with the ability to convey technical findings to diverse audiences
- Ability to communicate with discretion, professionalism, and confidentiality
- Ability to handle multiple tasks manage priorities, and meet deadlines
- Ability to work independently, with minimal supervision, and collaboratively in a team environment
- Knowledge of financial aid administration is preferred, but not required

## **APPLICATION PROCESS:**

Interested candidates must e-mail [careers@hesaa.org](mailto:careers@hesaa.org) with reference to **Job Posting #2025-01** 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:**

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**SPECIAL NOTE:** This position may be eligible to work remotely for up to two days in a calendar week after completing a four (4) month working period following start date.

**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, visit the [SAME Program Website](#), email: [CSC-SAME@csc.nj.gov](mailto:CSC-SAME@csc.nj.gov), or call CSC at (609) 292-4144, option 3

**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: [Civil Service Commission | NJ First Act](#).

**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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