



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-2022-015	Issue Date:	February 9, 2023	Closing Date:	March 10, 2023
Title:	Research and Data Analyst	Range/Title Code:	MD28/80195	Salary Range:	\$60,000-\$75,000
Location: Office of the Secretary of Higher Education, Trenton, NJ		Position #:	012784	# of Vacancies:	1

**NOTE:** An application **must** include a cover letter, resume, 3 references, the reference number, a daytime phone number, 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 now 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:**

The New Jersey Office of the Secretary of Higher Education's (OSHE) division of Finance, Research, and Accountability is responsible for collecting, compiling, and analyzing data on the state's colleges and universities. The principal data collection tool is the New Jersey's Student Unit Record (SURE) system. The research unit also supports institutions in the reporting of data to the national Integrated Postsecondary Education Data System (IPEDS). The information received from institutions is processed to create reports on all facets of their operations: student and faculty enrollment, retention, completion, finances, and other key facts. Analysis of this data is used in reports, as well as, made available to the higher education and wider communities. The data and analysis presented is done in collaboration with our institutional research colleagues at New Jersey's colleges and universities.

The Research and Data Analyst for the OSHE will be responsible for supporting the Research unit in performing the day-to-day functions of receiving, reviewing and analyzing the student unit record files (SURE) submitted by institutions, as well as assisting in the completion of the federal IPEDS surveys. The incumbent will be the main user of our new SURE data system housed on an SQL database platform.

**Responsibilities Include, but are not limited to:**

- Obtain data from appropriate internal and external sources and perform analysis of OSHE, HESAA, and other data sources as needed/available.
- Assist in the maintenance, storage and reporting from the OSHE SURE data system (SQL Server Database). Process individual and multiple SURE files submitted from institutions using this system and the error reports to assist in cleaning and loading final production quality data into the SURE system. Be the premier user of

this system and assist in writing SSRS/Access/Excel queries and reports to provide the needed data out of the system.

- Assist with the compilation of statutory required reports and assist the Director in completing the IPEDS reports for SURE participating institutions in New Jersey.
- Assist in the coordination and administration of various constituent surveys using sound survey research methodology.
- Assist the Director in completing internal and external data requests using SURE data and NJ Institutional data from IPEDS.
- Prepare results of analysis in formats appropriate for various audiences and occasions. Assist in writing research briefs on topics of interest to the Secretary and others in OSHE.
- Other duties, as assigned by the Secretary of Higher Education, Deputy Secretary, Assistant Secretary, and/or the Director of Research and Analysis.
- Support the state plan for higher education, with sound data.
- Ability to handle confidential records and sensitive documents with discretion.
- Capable of performing effectively in a fast-paced environment under strict and overlapping deadlines.
- Ability to master new and emerging technologies to the benefit of the agency.
- Uncompromising attention to accuracy and detail with the ability to work independently and effectively with all segments of the OSHE.

#### Qualifications:

- Demonstrated interpersonal and communication skills necessary to establish and maintain effective working relationships with agency staff, with research staff in other education agencies and at institutions of higher education.
- Candidate must possess significant problem solving skills with the ability to identify and analyze problems, as well as devise solutions. Problems are highly varied and complex, requiring new concepts and approaches.
- Evidence of having a collaborative and cooperative work style that drives projects to completion.
- Ability to review and synthesize literature, conduct statistical analyses, interpret data, and identify trends.
- Strong analytical skills with the ability to collect, organize, analyze, and disseminate significant amounts of information.
- Proficiency in technology and the use of integrated information systems. Adept at query development, report writing, and presentation of findings. Knowledge of SQL is a plus.
- Proficiency in research-oriented software, such as statistical software (e.g. SPSS, SAS, and STATA).
- Familiarity with IPEDS.

#### Requirements:

Open to employees who meet the requirements below:

- **EDUCATION:** A bachelor's degree in the social sciences, mathematics, statistics, computer science, information management, or a related field with coursework in research methods and statistics. Master's degree preferred.
- **EXPERIENCE:** 3 years experience in institutional research or other related research environment required. At least one year of experience in research design and use of descriptive statistics.

**NOTE:** A complete application **MUST** include a cover letter addressing how our experience and skills meet the qualifications, resume, the reference number, a daytime phone number, email address, a 3-5 page analytic work sample, and a one page writing sample (may be an excerpt from a longer document/report/study).

**RESUME NOTE:** Eligibility determinations will be based only upon 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 essential duties of the position.

**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, F1 or H1B work authorization visas.

**TO APPLY for this position:**

Interested applicants that meet the requirements listed above should send a **cover letter (with the reference number, a daytime phone number and email address), resume, three references, a 3-5 page analytic work sample, and a one page writing sample (may be an excerpt from a longer document/report/study) to:**

**[humanresources@oshe.nj.gov](mailto:humanresources@oshe.nj.gov)**

or

Office of the Secretary of Higher Education

Attn: Sandra Gilot-West

Chief of Staff

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 and 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).