

NOTICE OF VACANCY

State of New Jersey

**Higher Education Student Assistance Authority
Quakerbridge Plaza Trenton, NJ 08625**

ISSUE DATE: 6/28/2023

CLOSING DATE FOR ACCEPTING RESUMES: 8/31/2023

POSTING NO: #23-15

TITLE: Program Associate - SharePoint Developer (Unclassified)
Outreach & Communications Unit

SALARY: \$60,711 to \$86,030 (P22)

LOCATION: Higher Education Student Assistance Authority (HESAA)
Quakerbridge Plaza, Trenton, NJ 08625

DESCRIPTION:

Under the general direction of a supervisory officer in the Outreach & Communications unit of the New Jersey Higher Education Student Assistance Authority (HESAA), this web developer role has responsibility of development and maintenance of all SharePoint programming for HESAA while also serving as the webmaster for both internet and intranet platforms.

While working within the SharePoint environment, this role will develop new programs and monitor existing programs to ensure the consistency of HESAA's efficient workflow and processes. Creates all internal and external user access request forms and will develop pathways for routing within the Authority.

This role is also responsible for server security maintenance. This includes regularly monitoring and assessing the security of SharePoint servers to identify vulnerabilities. This includes reviewing and fine-tuning server configurations to enhance security, performance, and reliability.

This role is responsible for all webmaster tasks: website management, including posting of public-facing changes, announcements, and legal documents; continuous review of www.hesaa.org for broken links, improving audience pathways; and coordinating with design staff to ensure all graphics are updated and provided at the appropriate resolution to ensure a user-friendly experience.

Utilizing Angular and Bootstrap, this role is responsible for creating additional pages and pathways for new financial aid programs while ensuring that these new content pages align with HESAA's already responsive public-facing website.

This role will also ensure that HESAA's intranet site continues to be a comprehensive employee resource center.

Performs other duties as assigned.

This role may be eligible for the Telework Pilot Program (July 1, 2023 through June 30, 2024) consisting of up to two (2) days per calendar week after completing a four (4) month working test period following start date.

REQUIREMENTS:

Education: Graduation from an accredited college or university with a Bachelor's degree. Applicants who do not possess the required education may substitute experience as indicated on a year-for-year basis.

Experience: Two years of experience as a SharePoint developer, with skills in website management, coding, deployment and production support of website and end users. The position requires the following: excellent oral and written communication skills, and the ability to articulate website issues to technical and non-technical users; strong attention to detail and exceptional listening skills; excellent organizational skills and ability to handle multiple tasks under deadlines; demonstrated ability to work well in a team environment; and ability to communicate with discretion, professionalism, and confidentiality.

Residency Requirement: Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," which became effective September 1, 2011, all persons newly hired by the Executive Branch on or after that date shall have one year from the date of employment to establish, and then maintain, principal residence in the State of New Jersey.

APPLICATION PROCESS

Interested candidates must email careers@hesaa.org with reference to **Job Posting #23-15** in the email 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 Notice of Vacancy and reference the individual Job Posting Number in the email subject line.

Effective January 1, 2023, the State of New Jersey has implemented the State As A Model Employer of Persons with Disabilities (SAME) Program to increase awareness of employment opportunities for persons with disabilities. To check for eligibility and program requirements please visit <https://www.nj.gov/csc/same/fast/index.shtml>.