



**VACANCY ANNOUNCEMENT**

<b>POSTING #:</b> 2023 - 15	<b>ISSUE DATE:</b> 6/28/2023	<b>CLOSING DATE:</b> Open Until Filled
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**NOTE:** If you already applied for this position you do not need to reapply. Extended Closing Date.

<b>TITLE:</b> Program Associate – Web Developer (Unclassified)	<b>TITLE CODE:</b> 80312 <b>RANGE:</b> P22
<b>UNIT:</b> Outreach & Communications Unit	<b>AVAILABLE VACANCIES:</b> 1
<b>LOCATION:</b> Quakerbridge Plaza, Trenton, NJ	<b>SALARY RANGE:</b> \$ 62,836.72 to \$89,042.11

**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 Microsoft SharePoint programming for HESAA while also serving as the website designer and developer for both internet and intranet platforms.

While working within a Microsoft 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 Microsoft 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 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 improving the overall user experience; 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 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.

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

## **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 Website Developer in a Microsoft SharePoint environment, 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. Knowledge and skill in JavaScript, HTML, and CSS are a plus.

## **APPLICATION PROCESS:**

Interested candidates must e-mail [careers@hesaa.org](mailto:careers@hesaa.org) with reference to Job Posting #2023-15 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:**

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.

**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](mailto: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.

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**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.