

NOTICE OF VACANCY
State of New Jersey
Higher Education Student Assistance Authority
Quakerbridge Plaza
Trenton, NJ 08625

ISSUE DATE: 6/29/2023

CLOSING DATE FOR ACCEPTING RESUMES: 8/31/2023

POSTING NO: #23-10

TITLE: Program Associate (Unclassified)
Grants & Scholarships 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 an Assistant Director, Grants & Scholarships or other supervisory officer in the Higher Education Student Assistance Authority, is responsible for the following:

Serve as a program leader and main point of contact for the New Jersey College Promise/Garden State Guarantee (GSG) program and expansions of the Tuition Aid Grant Program. Assist with the processing all other HESAA scholarship programs (including but not limited to the Law Enforcement Officers Memorial Scholarship, Survivors Tuition Benefits, World Trade Center Scholarship, New Jersey Governors Industry Vocational Scholarship, Student-Teacher Stipend, NJBEST Scholarship, and NJBEST Matching Grant programs).

Support the NJFAMS payment and refund process for HESAA's \$600 million student financial aid grant and scholarship programs, as well as the manual payment processing that occurs outside of the automated New Jersey Financial Aid Management System (NJ FAMS).

Supports daily correspondence and communication in response to internal staff and external stakeholders' inquiries related to policies and procedures for administering grant and scholarship programs.

Provides training on all of the above to financial aid officers at colleges and universities.

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 in performing program administrative functions in a higher educational institution or in student financial aid. Candidate should possess intermediate hands-on experience with Excel. Knowledge of state and federal student aid program policies and regulations is a plus.

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 #23-10** 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>.