



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

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|---------------------|--|--------------------------|----------------|------------------------|--------------|
| Reference #: | OSHE-2023-01 | Issue Date: | April 24, 2023 | Closing Date: | May 12, 2023 |
| Title: | Governor's Fellow | Range/Title Code: | X98/90221 | Salary Range: | \$75,000.00 |
| Location: | Office of the Secretary of Higher Education, Trenton, NJ | Position #: | 90221 | # 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 policy. OSHE partners with institutions on statewide initiatives 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](#), 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 Office of the Secretary of Higher Education (OSHE) seeks a Governor's Fellow to contribute to the policy agenda, helping to develop and implement initiatives that improve student outcomes in New Jersey. Under the direction of the Director of Policy, the Governor's Fellow will work collaboratively with other agency departments, particularly the policy team and Senior Advisor, to ensure the agency mission and goals are achieved.

The Governor's Fellow will inform and manage the high profile initiatives: cultivating research, innovation, and talent at our institutions; 'Some College, No Degree' initiative; and serve on interagency initiatives to address statewide issues, such as opioid use and childcare.

Responsibilities Include, but are not limited to:

Key responsibilities of this position will include:

- Experience and/or strong understanding of federal, state and local contexts and levers that affect the New Jersey higher education policy landscape.
- Developing and conducting policy research and analysis related to the specific portfolios indicated.
- Excellent written and verbal communication skills leveraged to translate complex data, research and policy to a variety of audiences.
- Supporting implementation and monitoring of indicated initiatives.
- Providing project management support by assisting with information gathering, and communicating and liaising with different parties on behalf of the policy team.

- Supporting the policy team with projects and meetings, including preparation and follow-up.
- Representing the Office of the Secretary of Higher Education on task forces and committees, as needed, to present the views and initiatives of the office.
- Desire to work in an equity-driven and student-centered agency.
- Dedication to prioritizing and multi-tasking to meet deadlines. Ability to work both independently and collaboratively.
- Organization and high attention to detail.
- Other duties, as assigned as OSHE is a collaborative, fast-paced and evolving agency.

The ideal candidate will need to be quick on their feet, a multitasker, and resourceful, with the ability to work independently. The candidate should be flexible and able to engage in both short- and long-term planning in a fast-paced environment.

Qualifications:

- 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.
- Strong attention to detail.
- Evidence of strong planning and report writing.
- Strong project management and organizational skills.

Requirements:

Open to employees who meet the requirements below:

EDUCATION: Candidate should have a Master's degree and a combination of established excellence in academics and/or professional achievement.

EXPERIENCE: Proven leadership ability and potential for further growth; demonstrated commitment to public service; effective written communication skills as demonstrated by writing assignment; evidence of effective teamwork.

NOTE: Applicants may utilize college credits with the indicated experience to meet the job requirements. These credits will be applied on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

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, and three references** to:

humanresources@oshe.nj.gov

or

Office of the Secretary of Higher Education
Attn: Donna Fletcher-Lugo
Director, Executive Services
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).