

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: #23-12

TITLE: Program Specialist, Policy Research & Planning - Legislative Liaison
Legal & Government Affairs Unit (Unclassified)

SALARY: \$76,257 to \$108,579 (R27)

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

DESCRIPTION:

Under the general direction of the Director Legal & Governmental Affairs, or other supervisory officer in the Higher Education Student Assistance Authority (HESAA), is responsible for the following:

Liaising with stakeholders from the Legislature to assist the Director of Legal & Government Affairs in translating legislative intent into administrative regulations, ensuring that the Authority has operational capabilities to administer the regulations as drafted.

Drafting legal documents, including, but not limited to, contracts, requests for proposals, regulations, policies and procedures.

Monitoring, reviewing, summarizing and analyzing State and federal legislation, regulations, policies and procedures.

Conducting basic legal and general research.

Reviewing and preparing responses to Open Public Records Act requests.

Assisting in Equal Employment Opportunity investigations.

Performing 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 additional experience as indicated below on a year- for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

Experience: Four years of professional experience in legislative and/or policy analysis is desirable. Experience with student financial aid administration is a plus. The ideal candidate will have a strong working knowledge of legal terminology, concepts, and research parameters with the ability to think critically and analytically to solve problems. Must have strong verbal and written communication skills with attention to detail, accuracy, and discretion. Must be able to prioritize and organize varied workloads.

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 #23-12** 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>.