



State of New Jersey

OFFICE OF THE SECRETARY OF HIGHER EDUCATION

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ACTING SECRETARY

ANTICIPATED JOB VACANCY
Statewide

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|--------------------------|-------------------------------|----------------------|---------------------|
| Issue Date: | April 25, 2018 | Closing Date: | May 30, 2018 |
| Title: | Director, Policy and Outreach | Range: | X98 |
| Reference #: | OSHE-2018-002 | Position #: | TBD |
| No. of Vacancies: | 1 (one) | Salary: | \$75,000 - \$90,000 |

Location: Office of the Secretary of Higher Education, Trenton, NJ

DESCRIPTION

The Office of the Secretary of Higher Education (OSHE) seeks an enthusiastic, ambitious, student-focused advocate who is interested in managing high-level projects to support the work of the Secretary. Under the direction of the Secretary of Higher Education, the Director of Policy and Outreach will assist in the development, coordination, communication and implementation of policy and programmatic initiatives benefitting students within the state.

Projects will include those to improve the affordability of postsecondary education in the state, inform processes for statewide planning for higher education in coordination with agency staff, and other initiatives to support access, equity, and completion for students. The Director will be responsible for keeping track of pending state and federal legislation and current events impacting postsecondary education, providing updates, communications support, and counsel to the Secretary, as necessary. As part of the Director’s role in advising the Secretary on these matters, he/she may have the occasional need to interact with press and/or with the Governor’s front office staff to coordinate information flow.

In addition to managing internal projects, tracking legislation, communicating the agency’s message and informing broader policy development, the Director will be responsible for representing OSHE to external constituents, including professional organizations, members of the legislature, and institutional leaders. The Director must be adept at communicating priorities to a diverse range of audiences.

The ideal candidate will be ambitious, quick-learning, and resourceful, with the ability to work independently to create project management templates, as well as in group settings, coordinating the work of various partners to reach shared goals.

The Director will liaise with all OSHE subdivisions and the Governor's office and work closely with colleges and universities in the state, as well as with other key stakeholders related to postsecondary education.

Other responsibilities may include, but are not limited to: agency-wide program management; maintaining and expanding public-private partnerships; drafting speeches and external communications; developing and managing relationships with legislative staff; preparing press releases, talking points, and speeches; and acting as a surrogate for the Secretary.

REQUIREMENTS

Education: A Master's degree in Public Administration, Business Administration, Management or other closely related field.

Experience: Three (3) years of experience in policy development and implementation with at least one (1) year of experience in media affairs in a professional communications environment. Substantive knowledge of the colleges and universities in New Jersey. Strong writing skills and promotional abilities needed.

RESIDENCY: 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.

Interested applicants that meet the requirements listed above should send a cover letter and resume 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

The Office of the Secretary of Higher Education is an Equal Opportunity/Affirmative Action Employer, and is committed to the Americans with Disabilities Act.