

**NEW JERSEY
OFFICE OF THE SECRETARY OF HIGHER EDUCATION
NOTICE OF VACANCY**

() Department Posting

(X) State Posting

Posting Date: February 19, 2015

Division: Division Finance,
Research & Accountability

DURATION - Maximum of 2 YEARS

No. Vacancies 1 (one)

Salary: \$55,089.00

Title: Government

Posting # OSHE-2015-003

Representative 2

Unclassified

Definition: Assists in the Implementation of the State Longitudinal Data Systems (SLDS) Grant; Act as point of contact to NJDOE and NJLWD staff and consultants on State Longitudinal Data System (SLDS) grant implementation; Provides support for data collection and reporting using the legacy Student Unit Record System; Serves as key-holder for the Integrated Postsecondary Education Data System; Offers assistance in new research areas in the State and for the Agency and Supports initiatives of the State & Agency.

OSHE is seeking to fill 1 Government Rep. 2 position. It is anticipated that this unclassified appointment will be temporary in nature and will last for a maximum duration of two (2) years dependent upon funding.

Specific responsibilities include:

*Act as point of contact to NJDOE and NJLWD staff and consultants on State Longitudinal Data System (SLDS) grant implementation.

*Collaborate with staff at NJ Colleges and Universities to implement enriched process to meet the goals of the SLDS grant and information needs of the P-20W Data Advisory Council and partner agencies.

*Work with P-20W Data Advisory Board to identify priorities for report generation, publication and dissemination.

*Act as key-holder and liaison for Integrated Postsecondary Education Data System (IPEDS)

*Review and evaluate the queries and outputs of SLDS, SURE and IPEDS.

*Coordinate resources & reports like the Annual Institutional Profiles and Transfer Study.

*Using a variety of resources review reports for completeness and accuracy for federal grants including SLDS, CACG and GEAR UP and state grant programs for Educational Opportunity Fund (EOF).

*Understand the concepts of cohort and longitudinal studies.

*Create training workshops for new and continuing Institutional Research (IR) and/or program staff at institutions of higher education.

*Use statistical software such as SAS, SPSS or others for report generation.

*Work with the Higher Education Data Advisory Group (HEDAG) to facilitate collaboration among all stakeholders in the higher education community.
*Create documents, spreadsheets, and reports using Word, MS Access, and Excel in a timely manner.
*Perform all other duties as assigned to advance the goals of the Agency.

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree or higher.

EXPERIENCE: 2+ years of experience in information management/analysis and report generation.

- o Advanced proficiency in MS Access and Excel, as well as other MS software
- o Web page design and Internet are a plus
- o Experience with SAS programming or statistical applications.
- o Commitment to protection of student information (FERPA)
- o Attention to detail and deadlines
- o Excellent critical thinking and problem solving skills
- o Exceptional communication skills, with both technical and non-technical staff and with students from diverse backgrounds
- o Familiarity with higher education research

NOTE: Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

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: New Jersey Residency required. If you do not reside in New Jersey, you have one year after the date you begin employment to relocate your residence to New Jersey.

Interested applicants should send a letter and resume by March 6, 2015.

NJHE.GENERAL@oshe.nj.gov or
Office of the Secretary of Higher Education
20 West State Street, PO Box 542
Trenton, NJ 08625
Attn: Marlene Lebak, Executive Assistant

THIS IS NOT A PROMOTIONAL ANNOUNCEMENT: Appointments(s) resulting from this posting will be in accordance with Department of Personnel rules and regulations. Note: In accordance with NJAC 4A:4-1.5, any employee who is currently on an incomplete promotional list for this title in unit scope S500 may request a provisional appointment.

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