



State of New Jersey

PHILIP D. MURPHY
GOVERNOR

OFFICE OF THE SECRETARY OF HIGHER EDUCATION

P.O. Box 542

TRENTON, NJ 08625-0542

TELEPHONE: (609) 292-4310

FAX: (609) 292-7225

E-mail: oshe@oshe.nj.gov

SHEILA Y. OLIVER
LT. GOVERNOR

ZAKIYA SMITH ELLIS, ED.D.
ACTING SECRETARY

ANTICIPATED JOB VACANCY
Statewide

Issue Date: April 11, 2018 Closing Date: May 4, 2018
Title: Director of Research & Analysis Range: X98
Reference #: OSHE-2018-001 Position #: 094635
No. of Vacancies: 1 (one) Salary: \$75,000-\$90,000

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

The Office of the Secretary of Higher Education (OSHE) is responsible for the coordination of higher education policy activities on behalf of the State of New Jersey. Working in collaboration with the Office of the Governor, the state legislature, and colleges and universities, OSHE develops policy, provides technical assistance, and administers grant programs designed to increase enrollment and completion within institutions of higher education within the state.

DESCRIPTION

The principal data collection tool of OSHE is New Jersey's Student Unit Record (SURE) system. This system supports higher education submissions to the national Integrated Postsecondary Education Data System (IPEDS). These sources include information on student enrollment, retention, completion, as well as information on institutional finances and operations. The data and research team works collaboratively with institutional research colleagues at New Jersey's colleges and universities to compile information for both SURE and IPEDS collections, and with the Departments of Labor and Education on special requests. Collaboration with additional agencies to strengthen the SURE system is also a possibility.

With the assistance of a data analyst and graduate assistant, the Director of Research & Analysis will be responsible for collecting, compiling, and analyzing data on postsecondary education in the state. Using available data sources, this team will be responsible for analysis of higher education outcomes including trends in college access, affordability, graduation, and post-graduation success. OSHE will use this data to inform the agency's strategic initiatives and policy direction for the state. In addition to statewide trend data, the research and analysis team will be responsible for compiling and collecting data on agency programs (including GEAR UP and EOF) to inform program implementation and improve efficacy of operations.

**Major Responsibilities:**

- Conduct specialized and complex research involving mathematical and statistical analyses using internal and external data sources.
- Collaborate with key stakeholders including other agency staff, institutional staff, and policy audiences working on related projects such as the New Jersey Education to Earnings Data System (NJEEDS) and Statewide Longitudinal Data System (SLDS).
- Manage the conversion of the current research system and data migration process to create a robust system for agency staff to access data and reports to guide effective program practices and financial decisions.
- Develop and administer survey instruments for data analysis of current and emerging issues in higher education to inform policy and business decisions.
- Conduct analytical studies in response to internal and external data requests and prepare compelling statistical reports and research briefs.
- Serve as a liaison to various data advisory boards regarding higher education data and participate in professional research organizations and keep abreast of national, state, and local higher education issues.

**REQUIREMENTS****Education:**

- Master's degree in statistics, public policy, social science, higher education, or a closely related applicable field. Six to eight years research and analysis experience.

**Experience:**

- Experience in communicating complex, nuanced and sometimes technical information to a variety of audiences.
- General knowledge of and experience working with academic and/or administrative relational databases and large data sets; knowledge and experience working with data definitions, data dictionaries, and data standards.
- Ability to produce reports in a variety of formats for easy interpretation and use, including designing graphs, tables, and other visual data representations
- Ability to develop, assess, and synthesize information from multiple sources on a broad range of issues.

*The preferred candidate will have:*

- Ph.D. in statistics, public policy, social science, higher education, or a closely related applicable field.
- Three to five years of experience conducting research and policy analysis.
- Advanced working knowledge of database management procedures and software tools to facilitate database management, including expertise in MySQL, SQL, R, SPSS, SAS, Python or Tableau and other programming languages.

**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](mailto: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 08625-0542

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