



A STUDENT-CENTERED VISION FOR HIGHER EDUCATION

To: New Jersey Institutions of Higher Education  
From: Angela Bethea, Assistant Secretary and Chief Financial Officer  
Date: August 3, 2022  
Subject: OSHE Announces Grants Management Consultant Position

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The Office of the Secretary of Higher Education (OSHE) is seeking a **Grants Management Consultant**. The primary responsibility of this position is to provide grants management support for the various programs administered by OSHE. These programs include federal and state grant funding of varying size, scope, program goals and project impacts. The Grants Management Consultant will liaise with institutional and other recipients to ensure program compliance and progress. This is a position for which strong analytical and organizational skills are essential. The position will report to the Assistant Secretary/CFO.

**Please find the job posting here:** [Notice of Job Vacancy: Grants Management Consultant](#).

An application must include a cover letter, resume, 3 references, job posting reference number, a daytime phone number, and email address. *Applicants will be automatically disqualified if the requested information is not included or if the deadline is not honored.* **The deadline to apply is August 12, 2022.**

Please share this employment opportunity with all relevant offices on your campuses.

Questions about this position can be directed to [Angela.Bethea@oshe.nj.gov](mailto:Angela.Bethea@oshe.nj.gov).