



To: New Jersey Institutions of Higher Education
From: Donna Fletcher-Lugo, Director of Executive Services
Date: August 3, 2022
Subject: OSHE Announces Three Job Opportunities

The Office of the Secretary of Higher Education (OSHE) is seeking three new employees to support key agency initiatives in the following roles:

- [Grants Management Consultant](#): The primary responsibility of this position is to provide direct grants management support and oversight 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. **The deadline to apply is August 12, 2022.**
- [Director of Policy](#): The ideal candidate is an ambitious, student-focused advocate who is interested in managing high-level projects to support the work of the Secretary and achieve the goals set forth by the State Plan for Higher Education. The Director of Policy will assist in the development, advocacy, communication and implementation of policy initiatives benefitting students throughout the State. This position will report to the Deputy Secretary. **The deadline to apply is August 18, 2022.**
- [Director of Compliance](#): This position will assist in building a plan for monitoring higher education funding and will review audits and develop an internal audit program to proactively manage compliance obligations. The Director of Compliance will also support OSHE staff in compliance with relevant policies, statutes, and regulations and will be called on to advise colleagues on developing policies and protocols and investigating incidents. This position will supervise one staff person. This is a position where strong organizational skills, ethical values, and interpretive analysis are essential. The Director of Compliance will report to the Assistant Secretary/CFO. **The deadline to apply is August 22, 2022.**

All applications 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.*

Please share these employment opportunities with all relevant offices on your campuses.