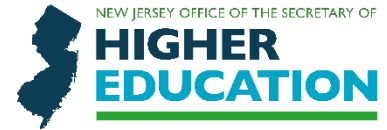




STATE OF NEW JERSEY
OFFICE OF THE SECRETARY OF
HIGHER EDUCATION

1 JOHN FITCH PLAZA
P.O. BOX 542
TRENTON, NJ 08625-0542



NOTICE OF ANTICIPATED JOB VACANCY

Reference #:	OSHE-2026-011	Title:	Administrative Assistant 2				
# of Vacancies:	1	Position #:	012787	Range/Title Code:	P21 / 59904	Salary Range:	\$64,340.11 – \$73,256.59
Service Class:	Unclassified	Issue Date:	6/1/2026	Closing Date:	6/18/2026		
Location: Office of the Secretary of Higher Education, Trenton, NJ							

NOTE: An application must include a cover letter, resume, three references, the reference number, a daytime phone number, and email address and be received no later than the due date. You will automatically be disqualified for the position if the requested information is not included.

About the Office of the Secretary of Higher Education (OSHE)

“Every New Jerseyan, regardless of life circumstances, should have the opportunity to obtain a high-quality credential that prepares them for life after college.” Achieving this student-centered vision for higher education in New Jersey is the overriding mission of the Office of the Secretary of Higher Education (OSHE). The Secretary of Higher Education advises the Governor on higher education initiatives and proposed legislation. OSHE reviews requests for State support from institutions and communicates with higher education leaders, faculty, and students across the state under the direction of the Secretary. OSHE released the [state plan for higher education](#) in March 2019 and coordinates its implementation. OSHE is a fast-paced and entrepreneurial agency that strives to make the state’s vision for higher education a reality.

Job Description:

The Office of the Secretary of Higher Education (OSHE) seeks an Administrative Assistant to assist the Assistant Secretary/CFO with the day-to-day operations of the Central Office and the Finance Department. Under the direction of the Assistant Secretary/CFO, the Administrative Assistant will assist in the preparation of paperwork and processes for all functions of the Central Office and Finance Department, including but not limited to, budget/finance, records retention and archiving, travel, research, personnel, payroll, ethics, facilities and technology, and purchase and inventory of agency supplies.

Responsibilities and Qualifications:

<ul style="list-style-type: none"> • Coordinating the schedule of the Assistant Secretary/CFO, ensuring they are prepared for any and all upcoming appointments; • Assisting with any budget/finance process support and paperwork needs; • Assisting the Director of Finance with travel needs; • Assisting with the preparation of policies and procedures, making recommendations and providing solutions to issues; • Responsible for the records retention process for OSHE; • Handling supply needs and mail for the agency; • Assisting with all other general duties, such as drafting correspondence, copying, faxing, filing, shredding, mass mailings, etc.; and • Other duties and special projects as needed. 	<p>The ideal candidate displays:</p> <ul style="list-style-type: none"> • Evidence of superior written communication skills. • Excellent interpersonal skills. • Evidence of working in a team setting. • Outstanding organizational skills and attention to detail. • Superior time management skills with a proven ability to meet deadlines. • Ability to adapt to the needs of the agency and employees. • Ability to work in a high volume, time-sensitive environment. • Proficient with Microsoft Office Suite or related software.
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Employee Benefits:

The Office of the Secretary of Higher Education provides many employee benefits, including but not limited to:

- Alternative Workweek Program*
- Deferred Compensation
- Health, Dental and Life Insurance
- Flexible and Health Spending Accounts
- Pension
- Telework*
- Public Service Loan Forgiveness
- Benefit Leave (Vacation, Sick, Administrative Leave)
- 13 Paid Holidays

*Pursuant to Department policy, procedures and/or guidelines

Requirements:

EDUCATION: Possession of a bachelor's degree from an accredited college or university

EXPERIENCE: Two (2) years of experience in a business or government agency providing administrative support services and/or coordinating work activities.

NOTE: Applicants who do not possess the required education may substitute experience as indicated above on a year-for-year basis.

RESUME NOTE: Eligibility determinations will be based only upon the information presented on the resume along with other supporting documents. Applicants who possess a degree from a college or university outside the United States must provide an evaluation of the transcripts from a recognized evaluation service at the time of submission. Failure to do so may result in your ineligibility.

LICENSE: Appointees will be required to possess a driver's license valid in New Jersey if the operation of a vehicle, rather than employee mobility, is necessary to perform the position's essential duties.

Residency Requirement:

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.

Work Authorization: Applicants must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship and Immigration Services regulations. OSHE does not provide sponsorship or accept student OPT/CPT programs or F1 or H1B work authorization visas.

TO APPLY for this position:

Interested applicants that meet the requirements **must complete and return the Employment Application found here:**

<https://www.nj.gov/csc/about/publications/forms/pdf/DPF-663.pdf>

and **send a cover letter (with the reference number, a daytime phone number, and email address), resume, and three references to:**

hr.oshe@oshe.nj.gov

or

Office of the Secretary of Higher Education

Attn: Patricia Lee

Director of Administrative Services

1 John Fitch Plaza, PO Box 542

Trenton, NJ 08625

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The Office of the Secretary of Higher Education is an Equal Opportunity/Affirmative Action Employer committed to the Americans with Disabilities Act. The Office of the Secretary of Higher Education participates in the New Jersey State As A Model Employer of Individuals with Disabilities Program (SAME Program).

SAME APPLICANTS: SAME APPLICANTS: If you are applying under the NJ "SAME" program, your supporting documents (Schedule A or B letter), must be submitted along with your resume by the closing date indicated above. For more information on the SAME Program visit their Website at: <https://nj.gov/csc/same/overview/index.shtml>, email: CSC-SAME@csc.nj.gov, or call CSC at (609) 292-4144, option 3.