

## Consultant Opportunity

New Jersey Office of the Secretary of Higher Education

*Deadline to Apply: June 3, 2024*

### ***About the Office of the Secretary of Higher Education***

“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 a part-time Consultant who is passionate and knowledgeable about higher education student success programming. This role provides a unique opportunity to support New Jersey institutions of higher education through exploring ways to drive Student Success – a key lever within the New Jersey State Plan for Higher Education. The Consultant will be exposed to all the work and efforts of all the areas that go hand in hand to improve education initiatives across the state and make higher education more affordable and accessible for New Jerseyans.

### ***Key Responsibilities:***

- Support the SHEEO | ASAP New Jersey State Team in meeting the core requirements of the Learning Community
- Engage with county colleges throughout the State to learn more about their ongoing Student Success initiatives
- Support the planning and implementation of statewide convenings and related distilling of lessons learned
- Aid in the development of a statewide toolkit and conduct relevant research related to the Student Success initiatives
- Other duties as assigned by the OSHE Policy Team

### ***Qualifications:***

- Strong analytical skills with the ability to collect, organize, analyze, and disseminate information.
- Proficiency in technology and the use of integrated information systems.
- Strong attention to detail.
- Effective communication and presentation skills.

- Evidence of strong planning and report writing.
- Strong project management and organizational skills
- Knowledge of higher education, student success, and foundation-funded grant programming is a plus

### ***Term of Agreement***

This Agreement shall be effective beginning July 1, 2024, and shall continue for a term ending December 30, 2024, for up to a maximum of fifty (50) hours per month. Based on the scheduling demands of OSHE and the Consultant, scheduled work hours and days may vary. The term of the Agreement presumes that all of Consultant's paid activities will be completed by December 30, 2024; however, Consultant's obligations will continue beyond the term of the Agreement, until all deliverables are accepted by the OSHE.

### ***Payment Schedule***

The Consultant will receive a bi-monthly honorarium for work at the rate of \$60.00 per hour, for a maximum payment of \$24,000.00 during the contract period, distributed according to the following schedule: Monthly upon receipt and approval of the following: invoice; report of activities completed; original receipts for materials; and list of upcoming activities.

### ***Application Process:***

- Please send your resume, writing sample, and cover letter detailing your experience and interest to josefina.ewins@oshe.nj.gov. The writing sample should be approximately 2-5 pages in length and be relevant to the information listed in this job posting.
- Please complete this [form](#) and ensure all information is submitted prior to sending your resume.
- Please make sure you send your full application and completed form within the deadline, or your application will be considered incomplete.

Questions regarding this posting can be directed to josefina.ewins@oshe.nj.gov.