ANTICIPATED JOB VACANCY
Statewide

**Issue Date:** February 3, 2020  
**Closing Date:** February 26, 2020

**Title:** GEAR UP Assistant Director  
**Reference #:** OSHE-2020-003

**No. Vacancies:** 1 (one)  
**Salary:** $60,000-$70,000

**Range:** M98 (unclassified)  
**Position #:** 952121

**DURATION – Federal Grant Program - Maximum of 7 years**

**OVERVIEW**

The New Jersey GEAR UP (Gaining Early Awareness and Readiness for Undergraduate Programs) State Project, administered by the Office of the Secretary of Higher Education in Trenton NJ, is a seven-year, federally-funded grant program aimed at helping low-income, underserved students in Atlantic City, Camden, Jersey City, Newark, Paterson, Pleasantville, and Penns Grove-Carney’s Point prepare for college.

The Office of the Secretary of Higher Education (OSHE) seeks an experienced education professional who can serve as the Assistant Director of the NJ GEAR UP State Project. The Assistant Director will manage the day-to-day operations of the NJ GEAR UP partner program statewide events and conferences, activity grants, and professional development component, while providing support to the project director in overall program management. The ideal candidate will have experience with precollege or similar educational programs and will enjoy having responsibility for a wide range of activities, such as program monitoring, developing relationships with programs, report writing, budgeting, event planning, and influencing higher education policy. In-state travel is required to program sites and conferences.

**RESPONSIBILITIES**

The NJ GEAR UP Assistant Director will assist the GEAR UP State Director with a variety of activities, including but not limited to:

- Overseeing program activity grants for the state project
- Directing and implementing the professional development components – curriculum, counseling and instruction
- Assisting the State Director with completing the Annual Performance Report for the U.S. Department of Education
- Establishing and maintaining cooperative working relationships with stakeholders via ongoing directors, district and annual meetings
• Directing the planning and implementation of student, parent and partner-focused statewide events
• Launching public awareness campaigns for the program
• Assisting with the planning and presentation of workshops to program sites
• Conducting campus site visits
• Preparing and presenting workshops to campus staff and conferences
• Coordinating initiatives with the Equal Opportunity Fund program (EOF) and Higher Education Student Assistance Authority (HESAA)

QUALIFICATIONS
The qualified applicant will be able to demonstrate:
• Experience in administration and coordination of programs, and management of projects and program staff.
• Experience with design, development, and implementation of the varied social service programs designed to address the unique needs of the client population.
• Previous preparation and direction of the development of correspondence, financial and statistical reports, program reviews and evaluations.
• Ability to develop and implement multiple projects simultaneously to meet deadlines.
• Advanced proficiency with MS Word, Excel and Access databases; working knowledge of presentation software.
• Experience in contracting with vendors.
• Familiarity with higher education policy and/or student success programs.
• Experience in liaising with various stakeholders across a variety of organizations.

REQUIREMENTS
Education: Graduation from an accredited college or university with a minimum of a Bachelor’s degree.

Experience: Six (6) years of experience in a public or private organization involved in managing/coordinating programs providing either education, social/community, or vocational/occupational services to a specific client population (economically disadvantaged/socially, juvenile offenders, etc.), three (3) years of which shall have involved management responsibilities, including responsibility for budget/fiscal affairs.

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
or
Office of the Secretary of Higher Education
Attn: Donna Fletcher-Lugo
Director of Executive Services
1 John Fitch Plaza, PO Box 542
Trenton, NJ 08625

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