



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 JOB VACANCY

Reference #:	OSHE-2022-018	Issue Date:	10/25/2022	Closing Date:	11/16/2022
Title:	Director of Administrative Services (Division Director)	Range/Title Code:	&98/61592	Salary Range:	\$95,000 - \$110,000
Location:	Office of the Secretary of Higher Education, Trenton, NJ	Position #:	TBD	# of Vacancies:	1

NOTE: An application **must** include a cover letter, resume, 3 references, the reference number, a daytime phone number, 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 now 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 ambitious and resourceful Director of Administrative Services to lead the recruitment and professional development of agency talent, ensure understanding of benefits, and advise the agency’s executive team on all matters relating to human resources, such as pensions and benefits, policies, procedures and practices, and professional development opportunities. Under the direction of the Chief of Staff, the Director will manage talent acquisition and retention, employment services, pensions and benefits administration, classification, human resource information systems, records management, professional development and training, payroll, and liaise with other State agencies. In addition, the Director will serve as the Ethics Liaison Officer to ensure staff are adhering to the State Ethics Commission’s policies. The Director will also be responsible for the facilities and operations associated with OSHE, liaising with the Department of Treasury, as well as the Office of Information Technology.

Projects will include but are not limited to: implementing the on-boarding process, developing and implementing transparent goals and clear success metrics for the agency, conducting an annual workforce analysis across the agency, working with Treasury to ensure any facility needs are met and working with the Division of Revenue and Enterprise Services (DORES – OSHE’s technology group) as necessary.

Responsibilities include, but are not limited to:

- Collaborating with leadership to understand the agency’s staffing, recruiting, and retention goals and planning for agency technology and facility’s needs;
- Developing and implementing policies, processes, training, initiatives and surveys to support the agency’s human resource compliance and strategy needs;

- Administering human resource programs including, but not limited to, compensation, pensions, benefits, and leave; disciplinary matters; disputes and investigations; performance and talent management; productivity, recognition, and morale; occupational health and safety; and training and development;
- Identifying staffing and recruiting needs;
- Developing and executing best practices for hiring and talent management;
- Monitoring and ensuring the organization's compliance with federal, state, and local employment laws and regulations, and recommended best practices;
- Providing training and promoting the use of the electronic Performance Assessment Review (ePAR) system as a staff development tool to identify training and professional development needs and to inform promotion decisions, annual salary increases, terminations, succession planning, and other personnel actions;
- Performing monthly and yearly assessments of OSHE's facility needs to address staff growth and ensure adequate facility space is available, and addressing such needs;
- Reviewing and ensuring technology needs are met by working closely with OSHE staff and DORES to problem-solve issues and provide solutions;
- Coordinating with the Office of Homeland Security to oversee the collection of all institution of higher education Emergency Operations Plans (EOPs), per *N.J.S.A. 18A:3B-69* and provide feedback to the institutions relevant to the EOPs; and
- Performing other duties as required.

The ideal candidate will need to be analytical, quick-learning, and resourceful, with the ability to work independently to create personnel templates, as well as in group settings, coordinating the work of various partners to reach shared goals. The candidate should be flexible and able to engage in both short- and long-term planning in a fast-paced environment.

The Director will liaise with all OSHE subdivisions and other State agencies.

Qualifications:

- Superior oral and written communication skills.
- Excellent interpersonal and negotiation skills.
- Outstanding organizational skills and attention to detail.
- Superior time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Ability to adapt to the needs of the agency and employees.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to work in a high volume, time-sensitive environment.
- Thorough knowledge of employment-related laws and regulations.
- Proficiency with Microsoft Office Suite or related software.

Requirements:

Open to employees who meet the requirements below:

EDUCATION: A Bachelor's degree by June 1, 2022 in Human Resource Management, Business Administration or other closely related field.

EXPERIENCE: Five (5) years of human resources management experience demonstrating increased leadership responsibilities, governmental experience is a plus.

RESUME NOTE: Eligibility determinations will be based only upon 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 only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

Residency Requirement:

In accordance with the New Jersey First Act (*N.J.S.A. 52:14-7*), effective September 1, 2011, new employees are required to obtain New Jersey residency within one (1) year of employment.

TO APPLY for this position:

Interested applicants that meet the requirements listed above should send a **cover letter (with the reference number, a daytime phone number and email address), resume, and three references to:**

humanresources@oshe.nj.gov

or

Office of the Secretary of Higher Education
Attn: Donna Fletcher-Lugo
Director, Executive 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 and committed to the Americans with Disabilities Act.