



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
Unclassified

Reference #:	OSHE-2022-012	Issue Date:	July 26, 2022	Closing Date:	August 18, 2022
Title:	Director of Policy	Range/Title Code:	TBD	Salary Range:	\$100,000-\$115,000
Location:	Office of the Secretary of Higher Education, Trenton, NJ	Position #:	053503	# 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, 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. Under the direction of the Deputy Secretary of Higher Education, the Director of Policy will assist in the development, advocacy, communication and implementation of policy initiatives benefitting students within the state.

Projects will include those to improve the affordability of postsecondary education in the state, inform processes for statewide planning for higher education in coordination with agency staff, and other initiatives to support access, equity, and completion for students.

Responsibilities Include, but are not limited to:

Key responsibilities of this position will include:

- Advise Secretary of Higher Education and senior leadership team on all higher education policy matters;
- Lead and supervise high-impact internal policy team, including delegating and managing a diverse policy portfolio and recommendations related to the State Higher Education Plan and defining yearly priorities;
- Research, analyze and draft timely internal policy memos and briefings;
- Soliciting feedback on policy ideas and proposals from key stakeholders to inform policy positions;
- Manage internal projects and ability to see a project from proposal to implementation and evaluation;
- Elevate agency’s major policy initiatives to external constituents, including professional organizations and institutional leaders;

- Identify new avenues to secure policy support and solutions, such as grant opportunities or external publications;
- Serving as a representative on behalf of the agency on various policy-related task forces and committees.
- Coordinating with the Director of Communications and Senior Advisor to develop messaging and campaigns specific to OSHE policy priorities.

The ideal candidate will need to be analytical, quick-learning, and resourceful, with the ability to work independently to create project management templates, as well as in group settings, coordinating the work of various partners to reach shared goals. The candidate will 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 the Governor's office and work closely with colleges and universities in the state, as well as with other key stakeholders related to postsecondary education.

Requirements:

Open to candidates who meet the requirements below:

EDUCATION: A Master's degree by June 1, 2022 in Policy, Public Administration, Business Administration, Management or other closely related field.

EXPERIENCE: Three (3) years of experience in policy development and implementation. Substantive knowledge of the colleges and universities in New Jersey. Strong writing skills and advocacy abilities needed.

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 P.L. 2011 c.70, 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.