



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-2026-017		Title:	Governor's Fellow		
# of Vacancies:	1	Position #:	105301	Range/Title Code:	X98 / 90221	Salary Range:	\$75,000
Service Class:		Unclassified		Issue Date:	8/3/2026	Closing Date:	8/24/2026
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 Jersey, 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, statewide programs, 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 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 Governor's Fellow to contribute to the policy agenda, helping to develop and implement initiatives that improve student outcomes in New Jersey. Under the direction of the Director of Policy, the Governor's Fellow will work collaboratively with other agency departments, particularly the Policy Analysis and Workforce Readiness Team and Senior Advisor, to ensure the agency mission and goals are achieved.

The Governor's Fellow will inform and support high-profile initiatives: supporting the development of the forthcoming State Plan through research, planning and engagement; growing workforce readiness policy & programs; and serving on interagency initiatives to address statewide issues, such as advanced technology and Generative AI in higher education and NJ State Government.

Responsibilities and Qualifications:

- Developing and conducting policy research and analysis related to the specific portfolios indicated. - Supporting implementation and monitoring of indicated initiatives. - Providing project management and technical assistance support by assisting with information gathering, communicating, and liaising with different parties on behalf of the Policy Analysis and Workforce Readiness Team. - Supporting the Policy Analysis and Workforce Readiness Team with projects and meetings, including preparation and follow-up. - Representing and/or staffing the Office of the Secretary of Higher Education on task forces, committees, and working groups, as needed, to present the views and initiatives of the office. - Other duties, as assigned as OSHE is a collaborative, fast-paced and evolving agency.	The ideal candidate displays: - Experience and/or strong understanding of federal, state and local contexts and levers that affect the New Jersey higher education policy landscape. - Excellent written and verbal communication skills leveraged to translate complex data, research and policy to a variety of audiences. - Organization and high attention to detail. - Desire to work in an equity-driven and student-centered agency. - Dedication to prioritizing and multi-tasking to meet deadlines. Ability to work both independently and collaboratively. - Familiarity with emerging technologies and innovative educational practices
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Employee Benefits:

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

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| <ul style="list-style-type: none">Alternative Workweek Program*Deferred CompensationHealth, Dental and Life InsuranceFlexible and Health Spending AccountsPension | <ul style="list-style-type: none">Telework*Public Service Loan ForgivenessBenefit Leave (Vacation, Sick, Administrative Leave)13 Paid Holidays |
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*Pursuant to Department policy, procedures and/or guidelines

Requirements:

EDUCATION: Graduate degree from an accredited college or university in a relevant field (public policy, political science, economics, law, or other closely related field) or an undergraduate degree in a relevant field and 2+ years of work experience.

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 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 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: If you are applying under the NJ "SAME" program, you must submit any of the supporting documentation specified in N.J.S.A. 11A:7-13.3 along with your resume by the closing date indicated above. If you have questions, please email hr.oshe@oshe.nj.gov or call 609-292-8052.