



State of New Jersey

OFFICE OF THE SECRETARY OF HIGHER EDUCATION

P.O. Box 542

TRENTON, NJ 08625-0542

TELEPHONE: (609) 292-4310

FAX: (609) 292-7225

E-mail: oshe@oshe.nj.gov

PHILIP D. MURPHY
GOVERNOR

SHEILA Y. OLIVER
LT. GOVERNOR

DIANA GONZALEZ
INTERIM SECRETARY

POSTING Paid Graduate Fellowship Positions Available

The State of New Jersey, Office of the Secretary of Higher Education seeks graduate fellows to conduct research, policy analysis, and assist with other special projects as needed. Fellows will be responsible for writing internal policy memos, analyzing pending legislation and policy proposals, and coordinating outreach to colleges and universities.

The Graduate Fellowship presents a unique opportunity to have a close view of policymaking for postsecondary education at an exciting time in the State's future, with a new administration focused on higher education as a central theme of economic success.

Interested candidates must have excellent writing skills, experience in conducting qualitative or quantitative policy research, and an interest in higher education policy. Familiarity with New Jersey institutions and policy organizations is preferred.

Fellows will be expected to adapt to changing needs and work in a fast-paced environment, managing multiple demands on their time. Duties will include both long-term projects, as well as quick-turnaround deliverables.

This is a paid fellowship.

Fellowship Dates:

- For priority consideration for **summer** internships, **application date extended to April 1 for summer 2020.**
- For priority consideration for **fall** internships, **please apply by August 15.**
- For priority consideration for **spring** internships, **please apply by November 1.**

Part-time and full-time opportunities are available.

Application process:

Please send a resume, list of 3 references, and a cover letter expressing interest and qualifications to humanresources@oshe.nj.gov. **Be sure to indicate the term for which you are applying (example: summer 2020).** For the reference list, please include your reference's name, title, phone number, email address, as well as how you know the reference.