



State of New Jersey

OFFICE OF THE SECRETARY OF HIGHER EDUCATION

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POSTING

Paid Graduate Fellowship Positions Available

The state of New Jersey, Office of the Secretary of Higher Education (OSHE), 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 postsecondary education policymaking. 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, please apply by **March 15**.
- For priority consideration for **fall** internships, please apply by **June 15**.
- For priority consideration for **spring** internships, please apply by **November 1**.

Part- and full-time opportunities are available.

Application Process:

Please send a resume, list of three (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 2021)**. For the reference list, please include your references' names, titles, phone numbers and email addresses, as well as how you know the reference.