



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
Consultant

Reference #:	OSHE-2022-013	Issue Date:	7/21/2022	Closing Date:	8/12/2022
Title:	Grants Management Consultant	Range/Title Code:	n/a	Salary Range:	\$60,000-\$80,000
Location:	Office of the Secretary of Higher Education, Trenton, NJ	Position #:	n/a	# 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:

OSHE works to implement major administration initiatives, manage grant programs, and develop higher education policy for the state of New Jersey. The agency seeks a Grants Manager Consultant.

The New Jersey Office of the Secretary of Higher Education’s (OSHE) division of Finance, Research, and Accountability is responsible for the financial operations and compliance for the agency. The primary role for this position is to provide grants management support to various programs administered by OSHE. These programs include federal and state grant funding of a variety of sizes, program goals and project impacts. The grants manager will liaise with institutional and other recipients to ensure program progress. This is a position where strong analytical and organizational skills are essential. The position will report to the Assistant Secretary/CFO.

OSHE is a values-based, mission driven organization with an overarching goal focused on ensuring that every New Jerseyan, no matter their life circumstances, has the opportunity to attain a high quality credential that prepares them for life.

Responsibilities Include, but are not limited to:

- Ensure compliance with the rules and regulations administered by the grantor; oversee special audits along with the finance team when conducted by the grantor.
- Perform functions of financial administration and reporting to include, but not limited to: preparation and timely submission of grant applications and reports, development and adjustment of associated budgets, coordination of budgeted funds, screening and processing requests for expenditures and ensuring the timely application for reimbursement from the state.

- Serve as a liaison with principals and other departments on issues regarding grants.
- Monitor interventions and programs funded by grants to ensure compliance with grantor guidelines.
- Assist in evaluating the fiscal and overall administration of grant programs under OSHE's purview.
- Assist in providing notifications and communications regarding grants to all stakeholders.
- Provide technical assistance including but not limited to providing technical workshops to grantees for each grant.
- Oversee timely submission of grant applications, grant agreements, budget transfers, reporting.
- Help in developing grant templates as needed
- Other duties, as assigned by the Secretary of Higher Education, Deputy Secretary, Chief of Staff and Assistant Secretary.

Qualifications:

- Demonstrated interpersonal and communication skills necessary to establish and maintain effective working relationships with fiscal staff and other agency staff and staff in other education agencies and at institutions of higher education.
- Knowledge of grant processes including accounting and financial reporting.
- Proficient in the use of financial management software to include spreadsheets and databases, required.
- Ability to interpret complex grant funding requirements, submissions, and budget projections;
- Ability to interpret federal, state, and local government laws and regulations regarding grant administration;
- Ability to review the work of others to ensure conformance to standards;
- Ability to communicate effectively across a broad spectrum of staff, both orally and in writing required.
- Effective communication and presentation skills.

Requirements:

Open to employees who meet the requirements below:

EDUCATION: Candidate should have a relevant Bachelor's Degree from an accredited university or college in accounting or finance. Previous experience in grants financial management, finance, in an educational setting preferred, but not required.

Consultancy: This position has the potential to become a permanent position.

EXPERIENCE: Minimum 4 years relevant accounting or finance experience required. Higher education or government experience 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 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

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.**

The Office of the Secretary of Higher Education is an Equal Opportunity/Affirmative Action Employer and committed to the Americans with Disabilities Act.