JOB VACANCY
Consultant Opportunity

Issue Date: January 28, 2020          Closing Date: February 11, 2020
Title: Policy Advisor          Duration: 18-month, grant funded position
Reference: OSHE-2020-002          Salary: $65,000 – $75,000
Location: The Office of the Secretary of Higher Education, Trenton, New Jersey

DESCRIPTION
The Office of the Secretary of Higher Education (OSHE) is a fast-paced and entrepreneurial agency that strives to make the state’s vision for higher education a reality. The agency is now seeking a highly qualified candidate for an 18-month grant-funded position to contribute to the policy agenda in the area of talent development. The Policy Advisor would be responsible for a portfolio focused on the connection of higher education to labor market demand and expanding stackable credential models. The individual will work closely and collaboratively with the Secretary, Deputy Secretary, and members of the policy team to execute this portfolio.

QUALIFICATIONS
The ideal candidate will:
- be able to operate efficiently and effectively in a fast-paced environment with multiple time-sensitive projects;
- demonstrate exceptional written and oral communication capabilities and strong interpersonal skills; and
- be familiar with issues facing adults in postsecondary education, the design of community colleges, and the connection of postsecondary education credentials to labor market demand.

The successful candidate will possess a strong commitment to the mission of the higher education state plan: that every New Jerseyan, regardless of life circumstances, have the opportunity to obtain a high-quality credential that prepares them for life after college.

RESPONSIBILITIES
Key responsibilities of the position include, but are not limited to:

- Writing memos making recommendations for policy positions and proactive engagement on various issues related to portfolio;
- Implementing initiatives and providing technical assistance for initiatives relevant to areas related to portfolio;
- Managing day-to-day work related to portfolio to include engaging with relevant stakeholders and other state agencies, as appropriate;
- Attending internal and external meetings contributing to policy development and refinement.
- Planning and facilitating convenings related to issues to bring together stakeholders;
- Keeping up with latest news and trends on higher education policy related to portfolio;
- Contributing to a daily news digest for the office in areas related to portfolio; and
- Developing summaries and analyses of white papers, research reports, and policy briefs on various issues;
- Handling all clerical responsibilities related to the job.

REQUIREMENTS:

Education: A Master’s degree in a related field.

Experience: Four (4) years of relevant working experience in policy research with at least one year working on higher education or workforce development.

Interested applicants that meet the requirements listed above should send a cover letter and resume to:

humanresources@oshe.nj.gov
or
Office of the Secretary of Higher Education
Attn: Donna Fletcher-Lugo
Director of Executive Services
1 John Fitch Plaza, PO Box 542
Trenton, NJ 08625

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