



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 ANTICIPATED JOB VACANCY

Reference #:		OSHE-2026-015		Title:	Research and Data Associate		
# of Vacancies:	1	Position #:	658012	Range/Title Code:	P25 / 00173	Salary Range:	\$79,843.57 to \$91,058.89
Service Class:		Unclassified		Issue Date:	7/22/2026	Closing Date:	8/12/2026
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 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 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:

The New Jersey Office of the Secretary of Higher Education's (OSHE) division of Finance, Research, and Accountability is responsible for collecting, compiling, and analyzing data on the state's colleges and universities. The principal data collection tool is the New Jersey's Student Unit Record (SURE) system. The research unit also supports institutions in the reporting of data to the national Integrated Postsecondary Education Data System (IPEDS). The information received from institutions is processed to create reports on all facets of their operations: student and faculty enrollment, retention, completion, finances, and other key facts. Analysis of this data is used in reports, as well as, made available to the higher education and wider communities. The data and analysis presented is done in collaboration with our institutional research colleagues at New Jersey's colleges and universities.

The Research and Data Associate for the OSHE will be responsible for supporting the Research unit in performing the day-to-day functions of receiving, reviewing and analyzing the student unit record files (SURE) submitted by institutions, as well as assisting in the completion of the federal IPEDS surveys. The incumbent will also assist in aiding the continual improvement of the SURE SQL database platform and web-application portal. This position will require the ability to work with data coming from many different partners and assist in automating the data collection, cleaning/editing, to ensure accurate and complete data sets for analysis. This is an ideal position to gain exposure to different technical tools and work in a growing and excited agency dedicated to supporting students within higher education and provide sound empirical support for OSHE's policy, planning, and research functions.

Responsibilities and Qualifications:

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| <ul style="list-style-type: none">Obtain data from appropriate internal and external sources and perform analysis of OSHE, HESAA, and other data sources as needed/available.Assist in the maintenance, storage and reporting from the OSHE SURE data system (SQL Server Database). Process individual and multiple SURE files submitted from institutions using this system and the error reports to assist in cleaning and loading final production quality data into the SURE system. Be the premier user of this system and assist in writing SSRS reports to provide the needed data out of the system.Assist with the compilation of statutory required reports and assist the Director and Research and Data Analyst in completing the IPEDS reports for SURE participating institutions in New Jersey.Assist the Director in completing internal and external data requests using SURE data and NJ Institutional data from IPEDS. | <p>The ideal candidate displays:</p> <ul style="list-style-type: none">Demonstrated interpersonal and communication skills necessary to establish and maintain effective working relationships with other agency staff and with research staff in other education agencies and at institutions of higher education.Significant problem solving skills with the ability to identify and analyze problems, as well as devise solutions. Problems are highly varied and complex, requiring new concepts and approaches.Ability to review and synthesize literature, conduct statistical analyses, interpret data, and identify trends.Strong analytical skills with the ability to collect, organize, analyze, and disseminate significant amounts of information.Proficiency in technology and the use of integrated information systems. Adept at query development, report writing, and presentation of findings. Knowledge of SQL is a plus. |
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| <ul style="list-style-type: none"> Assists in the production of statutorily required reports like the student/parent consumer information act, institutional profile reports, OER annual report, the annual transfer report, as well as any other legislatively mandated report required. Assist the Director and Research Analyst in responding to various Bill comments and assist in the policy and legislative liaison with other personnel across the agency. Assist the Director with analysis of academic program cost data in concert with the Outcomes-Based Allocation and Institutional MOUs. Other duties, as assigned by the Secretary of Higher Education, Deputy Secretary, Assistant Secretary, and/or the Director of Research and Analysis. Ability to handle confidential records and sensitive documents with discretion. Capable of performing effectively in a fast-paced environment under strict and overlapping deadlines. Ability to master new and emerging technologies to the benefit of the agency. Uncompromising attention to accuracy and detail with the ability to work independently and effectively with all segments of the OSHE. On a project basis, supervise and integrate the work of OSHE fellows and interns into appropriate portfolio of work within the unit. Provide support to our internal state and federal grants, with program performance data. | <ul style="list-style-type: none"> Ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position. American Sign Language or braille may also be considered as acceptable forms of communication. General knowledge of financial aid program objectives and procedures and of campus financial aid operations a plus. Knowledge of higher education operations related to accountability, institutional effectiveness, institutional research, assessment, and enrollment management a plus. Proficiency in research-oriented software, such as statistical software (R preferred). |
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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 Compensation Health, Dental and Life Insurance Flexible and Health Spending Accounts Pension | <ul style="list-style-type: none"> Telework* Public Service Loan Forgiveness Benefit Leave (Vacation, Sick, Administrative Leave) 13 Paid Holidays |
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*Pursuant to Department policy, procedures and/or guidelines

Requirements:

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree supplemented by a Master's degree in the social sciences, mathematics, statistics, computer science, information management, or a related field with coursework in research methods and statistics.

EXPERIENCE: Three years of experience in research or policy development and implementation. At least one year of experience in research design and use of descriptive and inferential statistics. Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office or related units.

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 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 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, a 3-5 page analytic work sample, and a one page writing sample (may be an excerpt from a longer document/report/study) 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

NOTE: An application **must** include a cover letter, resume, analytic work sample, writing sample, 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.

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: SAME APPLICANTS: If you are applying under the NJ "SAME" program, your supporting documents (Schedule A or B letter), must be submitted along with your resume by the closing date indicated above. For more information on the SAME Program visit their Website at: <https://nj.gov/csc/same/overview/index.shtml>, email: CSC-SAME@csc.nj.gov , or call CSC at (609) 292-4144, option 3.