



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

|                                                                    |   |               |        |                   |                                                       |               |                            |
|--------------------------------------------------------------------|---|---------------|--------|-------------------|-------------------------------------------------------|---------------|----------------------------|
| Reference #:                                                       |   | OSHE-2026-013 |        | Title:            | Government Relations Specialist 3 (Special Assistant) |               |                            |
| # of Vacancies:                                                    | 1 | Position #:   | 104213 | Range/Title Code: | P18 / 54440                                           | Salary Range: | \$58,222.22 to \$63,184.52 |
| Service Class:                                                     |   | Unclassified  |        | Issue Date:       | 08/14/2026                                            | Closing Date: | 09/14/2026                 |
| 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 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 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:**

Reporting to the Deputy Chief of Staff, the Government Relations Specialist (Special Assistant) will assist in managing the Secretary's workflow and priorities and be integral to the Office of the Secretary of Higher Education's planning process and tracking and preparing briefings on pending and approved legislation, both federal and state, to keep the agency abreast of important upcoming issues.

**Responsibilities and Qualifications:**

Responsibilities include, but are not limited to:

- Conduct research and provide analysis on state and federal legislative priorities and policy issues, track relevant legislation and policy developments, and prepare briefing materials and background information to inform decision-making on key initiatives.
- Manage constituent relations, including drafting responses to stakeholder comments, questions, concerns, and general inquiries. Serve as Administrative Practice Officer for OSHE, which includes monitoring regulatory expirations and implementing regulatory proposal and adoption processes.
- Track state, local, and federal news and trends in higher education to keep the agency abreast of important upcoming issues.
- Prepare briefings, research, and information for all meetings and events scheduled for the Secretary and work closely with the OSHE team. Ensure the Secretary is well briefed for upcoming meetings and events. Carry essential supplies, providing 360-degree logistical support, and acting as a vital buffer between the Secretary and the public.
- Staff the Secretary at all events, and manage the Secretary's immediate needs, ensuring smooth transitions between events, meetings and the agency. Provide transportation to the Secretary of Higher Education, as needed, for State related matters.
- Work on special projects as requested by the Secretary, Deputy Secretary, Senior Advisor, Chief of Staff or Deputy Chief of Staff.

Qualifications of the ideal candidate:

- Demonstration of impeccable organization and time management skills.
- Evidence of superior oral and written communication skills with the ability to craft effective and appropriate correspondence.
- Evidence of excellent research capabilities and the ability to sift through a diverse assortment of information to convey the key points.
- Evidence of strategic thinking.
- Experience building and maintaining strong relationships with internal and external stakeholders.
- Knowledge of issues around higher education.
- Experience working with the New Jersey State Legislature, and federal, state, and local government.

### Employee Benefits:

The Office of the Secretary of Higher Education provides many employee benefits, including but not limited to:

- Alternative Workweek Program\*
- Deferred Compensation
- Health, Dental and Life Insurance
- Flexible and Health Spending Accounts
- Pension
- Telework\*
- Public Service Loan Forgiveness
- Benefit Leave (Vacation, Sick, Administrative Leave)
- 13 Paid Holidays

\*Pursuant to Department policy, procedures and/or guidelines

### Requirements:

**EXPERIENCE:** Five (5) years of professional experience in written and verbal communication. Such experience may include, but is not limited to the following: interpreting technical material and/or rules, regulations, and statutes to the public; working in a significant area concerned with consumer services, journalism, communication education, public affair; higher education experience is a plus; or,

**EDUCATION:** Bachelor's degree from an accredited college with one (1) year of the above-mentioned professional experience.

**NOTE:** "Professional experience" refers to work that is analytical, evaluative, and interpretive; requires a range of basic knowledge of the profession's concepts and practices; and is performed with the authority to act and make accurate and informed decisions.

**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.

### 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 to:**

[hr.oshe@oshe.nj.gov](mailto: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

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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:** If you are applying under the NJ "SAME" program, you must submit any of the supporting documentation specified in N.J.S.A. 11A:7-13.3 along with your resume by the closing date indicated above. If you have questions, please email [hr.oshe@oshe.nj.gov](mailto:hr.oshe@oshe.nj.gov) or call 609-292-8052