



State of New Jersey

OFFICE OF THE SECRETARY OF HIGHER EDUCATION

P.O. Box 542

TRENTON, NJ 08625-0542

TELEPHONE: (609) 292-4310

FAX: (609) 292-7225

E-mail: oshe@oshe.nj.gov

PHILIP D. MURPHY
GOVERNOR

SHEILA Y. OLIVER
LT. GOVERNOR

BRIAN K. BRIDGES, PH.D.
SECRETARY OF HIGHER EDUCATION

POSTING Paid Internship Positions Available

The Office of the Secretary of Higher Education (OSHE) seeks undergraduate students that are passionate about education and government affairs and are looking to be engaged in an active experience supporting a variety of teams within OSHE. The paid internship is offered in the fall, spring, and summer. This internship presents a unique opportunity to have a close view of postsecondary education policymaking and statewide government affairs. Selected candidates will provide support to the following areas: Policy, Communications, Legislative, Licensure, Student Support, Finance, Research, Human Resources, and general administration.

Interested candidates must have excellent writing skills, effective email and oral communication, good literature research skills, familiarity with quantitative and qualitative research methods, and demonstrated time management/organizational skills. Familiarity with New Jersey institutions of higher education and/or relevant organizations is preferred.

The selected applicants will be expected to adapt to and work in a fast-paced environment, being exposed to multiple facets of a government agency. Interns will rotate through most areas of OSHE; however, priority projects and tasks will be considered for those that align with the intern's interests.

Tasks and projects in each area may include:

Policy

- Research and drafting of memos and reports
- Participating and minute-taking with a variety of statewide commissions and task forces
- Participate and record meeting notes for implementation work groups
- **Strong Skills Required:** Editing/proofreading skills, detail-oriented, literature and current event research skills, and multi-tasking skills
- **Interest** in higher education policy, government affairs, and NJ institutions

Communications

- Social media/graphics creation
- First-round draft of press releases
- Participating and minute-taking for a variety of meetings
- PowerPoint creation for external speaking engagements, assistance drafting responses to constituent outreach, note-taking for internal meetings
- **Strong Skills Required:** Editing/proofreading skills, creativity, and proficiency in presentation tools or other graphic instruments.
- **Interest** in community outreach, higher education, marketing, and social media

Legislative and Regulatory Affairs

- State and federal legislative bill tracking
- Research and analysis of reports
- Participate in legislative meetings and minute-taking
- State and federal legislative bill tracking and monitoring progress of policy priorities
- **Strong Skills Required:** Data analytics, familiarity with spreadsheets,
- *Interest in higher education policy, government affairs, advocacy, and administrative compliance*

Licensure

- Assist with managing licensure database and annual institutional reporting processes
- Support with academic program review and quality assurance functions
- Participate in external licensure stakeholder meetings and site visits
- **Strong Skills Required:** Editing/proofreading skills, detail-oriented, data entry skills/experience with spreadsheets
- *Interest in higher education policy, academic programs, and legal affairs*

Student Support Programs

- Assisting education support programs across the agency including, EOF and GEAR UP
- Report and data processing for statewide programs
- Assisting with event coordination and logistics for achievement ceremonies
- **Strong Skills Required:** Superior organizational skills, detail-oriented, data entry skills/experience with spreadsheets
- *Interest in student support services, community outreach, higher education, and grant processes*

Finance

- Perform financial analysis, and provide analytical support
- Willing to become adept at understanding the higher education budget data
- Analyze and compare financial records to verify numbers with associated receipts or other documentation
- Assist with organizing and processing financial reports
- **Strong Skills Required:** Proficiency in Excel, attention to detail, data entry skills/experience with spreadsheets
- *Interest in finance, accounting, higher education, , and grant processes*

Research and Data

- Support with tracking and organizing institutional profiles and state / federal data systems
- Assist with procuring data and research to support the development of agency initiatives
- Develop infographics to communicate key data takeaways and highlights to stakeholders
- **Strong Skills Required:** Proficiency in Excel, data entry skills/experience with spreadsheets
- *Interest in research, data analysis and synthesis, and NJ institutions*

Human Resources and Administrative Support

- Perform administrative tasks to support Executive Services, especially Human Resource functions
- Provide assistance with scheduling, event planning, follow up and logistical coordination
- **Strong Skills Required:** Superior organizational skills, detail-oriented, interpersonal skills, experience with scheduling and planning
- *Interest in human resources administrative functions and general office management*

In addition to the skills listed above, interns will be required to develop a proficiency in utilizing Microsoft Office Suite (including Outlook and Teams) and Adobe PDF.

This is a paid internship. Interns will be required to work at least one day in-person at OSHE's office in Trenton, NJ. OSHE is willing to work with your schedule. There are part-time and full-time opportunities available. Ideally, the intern would work at least a minimum of 15 hours a week.

Internship Dates:

- For priority consideration for **summer 2023** internships, please apply by **March 10, 2023**.
- For priority consideration for **fall 2023** internships, please apply by **TBD**.
- For priority consideration for **spring 2024** internships, please apply by **TBD**.

Application Process:

- Please send a resume, list of three (3) references and a cover letter expressing interest and qualifications to interns.fellows@oshe.nj.gov.
- In your cover letter, be sure to indicate the term for which you are applying and the top two **OSHE areas** that align with your interests
 - Example: fall 2022 term; 1st area—Student Support Programs; 2nd area—Policy
- Your reference list should include the referral's name, title, phone number, and email address, and a short statement of your relationship

Any questions regarding this posting should be directed to interns.fellows@oshe.nj.gov.