



State of New Jersey

OFFICE OF THE SECRETARY OF HIGHER EDUCATION
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ANTICIPATED JOB VACANCY Statewide

THIS IS A FULL-TIME, EIGHTEEN MONTH GRANT-FUNDED POSITION.

Issue Date:	July 13, 2020	Closing Date:	July 27, 2020
Title:	Policy Advisor	Range:	X98 (unclassified)
Reference:	OSHE-2020-006	Position #:	658002
No. of Vacancies:	1 (one)	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 seeks a highly qualified Policy Advisor to help shape our policy agenda. The Policy Advisor would take responsibility for a portfolio supporting the areas of employer engagement related to postsecondary and talent development needs, researching strategies to expand work-based learning across the state, implementing strategies to boost Research & Development and commercialization activities at our research institutions, supporting the agency’s responsiveness to the administration’s high-level initiatives, such as the growing offshore wind sector, economic and talent development, and research and development more broadly. The Policy Advisor would be charged with preparing briefing materials, staffing working groups, assisting in the development of policy memos, and curating background research in the areas of research, innovation, and talent as it aligns with the State Plan for Higher Education. The Policy Advisor will also communicate with key stakeholders and work collaboratively with other state agency teams. Given the high profile nature of the portfolio, the Policy Advisor will work closely with the Secretary, Deputy Secretary, and members of the policy team to execute this work.

QUALIFICATIONS

The successful candidate must possess exceptional written skills, strong interpersonal and oral communication skills and operate effectively in a high volume, time-sensitive environment. Candidate must have experience as a policy analyst or researcher around issues of higher education, workforce development, expanding academic research and development, or growing innovation and academic commercialization. Candidate should show evidence of a commitment to the state’s higher education mission: Every New Jerseyan, regardless of life circumstances, should 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 correspondence making recommendations for policy positions and proactive engagement on various issues related to portfolios;
- Developing summaries and analyses of white papers, research reports, and policy briefs on various issues;
- Implementing initiatives and providing technical assistance for initiatives relevant to areas related to portfolios;
- Managing day-to-day work related to portfolios, which includes 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;
- Tracking the latest news and trends on higher education policy related to portfolios; and
- Handling administrative/clerical responsibilities related to the job.

REQUIREMENTS:

Experience: Two (2) years of relevant working experience in policy, legislative, or legal research.

Education: A Bachelor's degree with four (4) years of relevant working experience; or a Master's degree in a related field.

RESIDENCY:

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.

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

humanresources@oshe.nj.gov

or

The Office of the Secretary of Higher Education
Attn: Donna Fletcher-Lugo
Director, Executive Services
1 John Fitch Plaza, PO Box 542
Trenton, NJ 08625