



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-2022-019	Issue Date:	10/25/2022	Closing Date:	11/16/2022
Title:	Administrative Assistant 2	Range/Title Code:	P21/59904	Salary Range:	\$58,031.09 - \$82,157.57
Location:	Office of the Secretary of Higher Education, Trenton, NJ	Position #:	TBD	# of Vacancies:	1

NOTE: An application **must** include a cover letter, resume, 3 references, the reference number, a daytime phone number, 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 now 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 Office of the Secretary of Higher Education (OSHE) seeks an Administrative Assistant to assist the Chief of Staff, Assistant Secretary/CFO and Director of Administrative Services with the day-to-day operations of the central office. Under the direction of the Director of Administrative Services, the Administrative Assistant will assist in the preparation of paperwork and processes for the central office, including but not limited to, budget/finance, research, personnel, payroll, ethics facilities and technology and purchase and inventory of agency supplies.

Responsibilities Include, but are not limited to:

Key responsibilities of this position will include:

- Coordinating the schedules of both the Chief of Staff and Assistant Secretary/CFO, ensuring they are prepared for any and all upcoming appointments;
- Assisting with any budget/research process support and paperwork needs;
- Assisting the Director of Administrative Services with personnel and payroll needs;
- Assisting with the preparation of policies and procedures, making recommendations and providing solutions to issues;
- Responsible for the records retention process for OSHE;
- Handling supply needs and mail for the agency;
- Assisting with all other general duties, such as drafting correspondence, copying, faxing, filing, shredding, mass mailings, etc.; and
- Other special projects as needed.

The ideal candidate will need to be quick on their feet, a multitasker, and resourceful, with the ability to work independently. The candidate should be flexible and able to engage in both short- and long-term planning in a fast-paced environment.

Qualifications:

- Evidence of superior written communication skills.
- Excellent interpersonal skills.
- Evidence of working in a team setting.
- Outstanding organizational skills and attention to detail.
- Superior time management skills with a proven ability to meet deadlines.
- Ability to adapt to the needs of the agency and employees.
- Ability to work in a high volume, time-sensitive environment.
- Proficient with Microsoft Office Suite or related software.

Requirements:

Open to employees who meet the requirements below:

EDUCATION: A Bachelor's degree by June 1, 2022.

EXPERIENCE: Two (2) years of experience in a business or government agency providing administrative support services and/or coordinating work activities.

NOTE: Applicants who do not possess the required education may substitute experience as indicated above on a year-for-year basis.

RESUME NOTE: Eligibility determinations will be based only upon 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 essential duties of the position.

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.

TO APPLY for this position:

Interested applicants that meet the requirements listed above should send a **cover letter (with the reference number, a daytime phone number and email address), resume, and three references to:**

humanresources@oshe.nj.gov

or

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

NOTE: An application **must** include a cover letter, resume, 3 references, the reference number, a daytime phone number, 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 and committed to the Americans with Disabilities Act.