



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**

<b>Reference #:</b>	OSHE-2022-020	<b>Issue Date:</b>	10/27/2022	<b>Closing Date:</b>	11/18/2022
<b>Title:</b>	Administrative Assistant 2 (Academic & Student Support Programs)	<b>Range/Title Code:</b>	P21/59904	<b>Salary Range:</b>	\$58,031.09 - \$82,157.57
<b>Location:</b>	Office of the Secretary of Higher Education, Trenton, NJ	<b>Position #:</b>	TBD	<b># of Vacancies:</b>	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:**

OSHE’s office Educational Opportunity Fund (EOF) was created by law in 1968 to ensure meaningful access to higher education for those who come from backgrounds of economic and educational disadvantage. The Fund assists low-income New Jersey residents who are capable and motivated but lack adequate preparation for college study. The office of Gaining Early Awareness and Readiness for Undergraduate Programs (GEAR UP) is a discretionary grant program funded by the U.S. Department of Education and administered by OSHE. Its goal is to increase the number of low-income students who are prepared to enter and succeed in postsecondary education. These two programs assist New Jersey’s goal of ensuring every New Jerseyan no matter their life circumstances, has the opportunity to attain a high-quality credential that prepares them for life. This position will assist in aiding the division directors by providing administrative support services. This is a position where strong organizational skills, time management and communication are essential.

**Responsibilities Include, but are not limited to:**

Key responsibilities of this position will include:

- Maintain liaison relationship with higher education institutions and internal offices in order to effectively respond to all inquiries (i.e., email, phone calls, letters, fax transmissions, etc.).
- Perform general duties such as drafting and sending correspondences, copying, scanning, faxing, shredding, assisting with the process of making bank deposits, data entry and other administrative duties as assigned.
- Support the Assistant Secretary, Academic and Student Support Programs with administrative and clerical work.
- Assist with the management of the Assistant Secretary, Academic and Student Support Programs, NJ GEAR UP and EOF directors’ calendars.

- Assist the Assistant Secretary, Academic and Student Support Programs, NJ GEAR UP and EOF directors' in incorporating the appropriate projects, assignments and deadlines within OSHE project management system (ex: Asana).
- Coordinate services such as supply ordering and mailings.
- Coordinate and performs unit operations including clerical work, forms, and suggests ways to improve internal processes.
- Plan, schedule, and attend identified meetings and conferences.
- Record and draft all appropriate meeting attendance and minutes.
- Collect data and assist with the preparation of budget materials.
- Coordinate fiscal procedures within the two offices and make sure expenditures are in accordance with the allocation of funds.
- In coordination with the department personnel office, initiates personnel transactions required by the organizational unit including separations, promotions, leaves, transfers, reclassifications, recruitment, and training.
- Keeps currently informed of new and revised personnel policy statements, regulations, directives, and other communications published by the department personnel office, and develops plans and procedures for implementation of such communications.
- Maintain internal NJ GEAR UP and EOF contact and mailing distribution lists, program calendar of events/meetings, and calendar of program related deadlines.
- Maintain NJ GEAR UP and EOF office files, including the Records Retention process.
- Investigate administrative problems within the two offices and makes recommendations for improvement or provides solutions to the issues.
- Participate in the interview process of potential job applicants, and conducts and/or arranges for appropriate employee orientation of new program staff. In conjunction with Human Resources, initiate personnel transactions as needed.

#### **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 and the use of integrated information systems.

#### **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. Experience in a college/university, K-12 education setting, business or government agency providing administrative support services and/or coordination work activities a plus.

**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](mailto: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

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The Office of the Secretary of Higher Education is an Equal Opportunity/Affirmative Action Employer and committed to the Americans with Disabilities Act.