



State of New Jersey

OFFICE OF THE SECRETARY OF HIGHER EDUCATION

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ANTICIPATED JOB VACANCY

Statewide

Issue Date:	March 2, 2021	Closing Date:	March 25, 2021
Title:	Assistant Director, Academic Programs	Range:	&98
Reference:	OSHE-2021-001	Position #:	TBD
No. of Vacancies:	1 (one)	Salary:	\$85,000 - \$100,000
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 Office of Licensure within OSHE seeks a highly qualified Assistant Director of Academic Programs (ADAP). The ADAP would take responsibility for a portfolio supporting the work of the Office of Licensure in the areas of academic program review, programmatic mission review, program data compilation and analysis, policy development and the implementation of additional academic standards. The ADAP would be responsible for reviewing and analyzing academic program documents, conducting site visits at institutions of higher education, attending and convening meetings of higher education stakeholders, developing academic program policies, conducting research into higher education policy and data, and to maintain awareness of trends in higher education and related matters nationally. The ADAP will also communicate with key stakeholders and work collaboratively with other state agency teams. The ADAP will work closely with the other members of the licensure team to execute this work.

QUALIFICATIONS

The successful candidate must possess exceptional writing skills, strong interpersonal and oral communication skills and operate effectively in a high volume, time-sensitive environment. Candidates must also have exceptional project management skills, outstanding organizational ability, and the ability to assess and analyze higher education data. Candidates must also have knowledge of administrative law and higher education accreditation policy. Candidates should have familiarity with and ability to use PC, email, and software applications MS Word, Excel,

PowerPoint, and Asana. Experience with reporting complex data analyses is preferred. Candidates are encouraged to 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:

- Reviewing and analyzing new academic programs according to regulatory standards;
- Developing agendas for and conducting program review site visits at institutions of higher education;
- Collaborating with external consultant teams on programmatic reviews and reporting;
- Communicating regularly with institutions of higher education;
- Communicating regularly with programmatic accreditors;
- Attending accreditation site visits;
- Developing policy and draft regulations and guidance memorandum for program and various additional academic matters;
- Compiling and analyzing data and information in order to create program reports;
- Reviewing existing academic programs to ensure compliance with credit-hour and other regulatory standards;
- Assisting the OSHE Office of Data and Research with maintaining the State Inventory of Academic Programs;
- Attending New Jersey Presidents' Council meetings and other meetings as assigned;
- Conduct research into higher education policy and data;
- Maintaining awareness of trends in higher education programs and related matters nationally; and
- Handling administrative/clerical responsibilities related to the job.

REQUIREMENTS:

Experience: Six (6) years of relevant working experience. Experience in a higher education or government setting preferred.

Education: A Juris Doctor degree or a Master's degree in either higher education administration or public administration or a related field from an accredited college or university is required. .

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.

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

humanresources@oshe.nj.gov