



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, Licensure and Accountability

Range: &98

Reference: OSHE-2021-002

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 Licensure and Accountability (ADLA). The ADLA would take responsibility for a portfolio supporting the work of the Office of Licensure in the areas of institutional licensure, branch campus plans, institutional accreditation, institutional monitoring and closures, and implementing various academic standards. The ADLA would be responsible for reviewing and analyzing licensure documents, conducting site visits at institutions of higher education, attending and convening meetings of higher education stakeholders, developing policy and regulations, issuing guidance memoranda, conducting research into state and federal higher education law and policy and maintaining awareness of trends in higher education licensure and related matters nationally. The ADLA will also communicate with key stakeholders and work collaboratively with other state agency teams. The ADLA 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 do legal and historical research. 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 drafting complex legal documents 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 licensure petitions according to regulatory standards;
- Reviewing and analyzing branch campus plans according to regulatory standards;
- Developing agendas for and conducting licensure site visits at institutions of higher education;
- Collaborating with external consultant teams on licensure reviews and reporting;
- Communicating regularly with institutions of higher education;
- Communicating regularly with institutional accreditors;
- Attending accreditation site visits;
- Developing policy and drafting regulations and guidance memorandum for licensure and academic matters;
- Receiving, reviewing and maintaining institutional plans for closure;
- Reviewing and analyzing Open Textbook Plans from New Jersey institutions of higher education;
- Assisting the OSHE Office of Finance with fiscal monitoring of independent institutions of higher education;
- Compiling and analyzing data and information in order to create licensure reports;
- Attending New Jersey Presidents' Council meetings and other meetings as assigned;
- Conducting research into state and federal higher education law and policy;
- Maintaining awareness of trends in higher education licensure and related matters nationally; and
- Handling administrative/clerical responsibilities related to the job.

REQUIREMENTS:

Experience: Six (6) years of relevant working experience.

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